

SWEET BRIAR COLLEGE



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Sweet Briar College

STUDENTS' HANDBOOK



1963-1964



# **STUDENTS' HANDBOOK**



SWEET BRIAR  
COLLEGE



**1963 - 1964**

MEREDITH LESLIE, Editor

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# CALENDAR FOR 1963-1964

## First Semester, 1963-1964

1963

September	16	Arrival of new students
September	16-19	Program for new students; registration
September	18	*Registration of former students
September	19	Return of former students by 7:30 p.m.
September	19	**Opening Convocation, 7:30 p.m.
September	20	Classes begin, 8:00 a.m.
October	16	**Founders' Day Convocation (No morning classes)
October	26	Parents' Day
November	27	Thanksgiving recess begins at 11:50 a.m.
December	1	Thanksgiving recess ends at 11:00 p.m.
December	19	Christmas vacation begins at 10:50 a.m.

1964

January	6	Christmas vacation ends at 10:30 p.m.
January	21	Classes end at 5:20 p.m.
January	23-30	Mid-year examinations

## Second Semester, 1963-1964

February	2	Mid-year recess ends at 11:00 p.m.
February	3	Classes begin
February	13	**Freshman Honors Convocation
March	20	Spring vacation begins at 10:50 a.m.
March	30	Spring vacation ends at 10:30 p.m.
May	2	May Day
May	7-8	Senior Comprehensive Examinations
May	19	Classes end at 5:20 p.m.
May	21-29	Final examinations
May	30	President's Garden Party
May	31	Baccalaureate Sermon
June	1	Fifty-fifth annual Commencement

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\*Only former students not in residence in Spring of 1963

\*\*Attendance Required

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*Welcome to the Class of 1967:*

- The aim of the STUDENTS' HANDBOOK is to acquaint you with the rules, activities, and organizations of Sweet Briar and to introduce you to the honor system which governs every aspect of our life here. We consider living under our honor system a privilege. It places responsibility on each student, and in return, each girl, by giving her most willing cooperation, must live up to the high standards set as the goal of the honor system.

HANDBOOK classes meet in the fall to help you become thoroughly familiar with the regulations. The most important sections of this book for you to study are: the **Officers of the Student Government Association, The Honor System, Honor Regulations** and **General College Rules and Information**. The remaining information is mainly for your interest or convenience.

The life we lead at Sweet Briar is a full one—academically, extracurricularly, and socially. Soon you will be a part of that life, and with mutual cooperation your college experience will be a rich and purposeful one.

Sweet Briar College extends a warm welcome to you.

—THE EDITOR

REMEMBER TO BRING THIS HANDBOOK WITH YOU WHEN YOU COME TO COLLEGE.

# STUDENT GOVERNMENT ASSOCIATION



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## **AGREEMENT CONCERNING THE STUDENT GOVERNMENT OF SWEET BRIAR COLLEGE**

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### **The Student Petition (October 17, 1906)**

The students of Sweet Briar College, believing that there is dignity and honor in student government, desire individual and community responsibility for the conduct of students in matters not strictly academic.

We, therefore, petition the President and Faculty for legislative and executive control in certain matters. We ask:

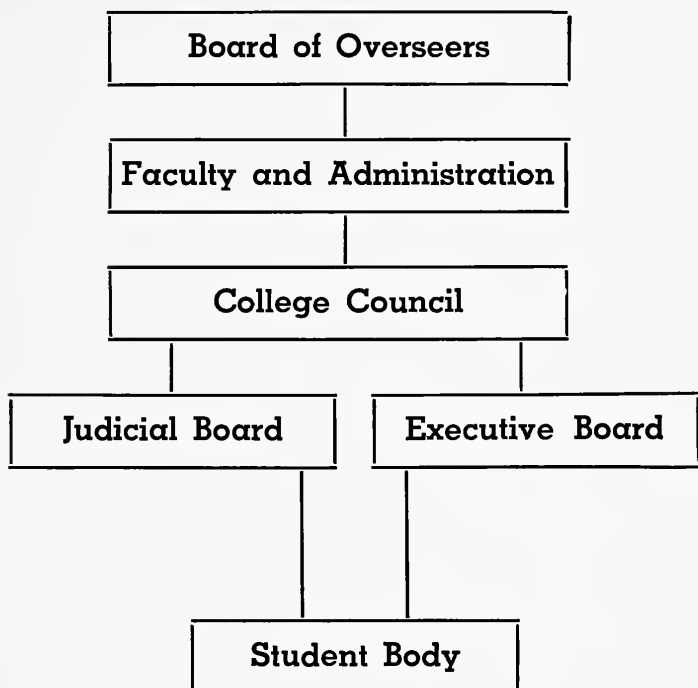
- I. Right to control quiet and order in all places about the buildings and campus that are not under the immediate control of a member of the Faculty.
- II. Permission, with the advice and approval of the Faculty, to extend our power as occasion arises and we prove worthy to be vested with greater power and authority.
- III. Permission to make such additions to the above as we may feel are necessary, with the consent and approval of the President and Faculty.

### **The Reply of the Faculty (October 20, 1906)**

The Faculty of Sweet Briar College endorses most cordially the desire of the student body to assume responsibility for the conduct of individual students in non-academic matters. Therefore, the Faculty accords permission to frame a constitution embodying laws regulating the points specified in the petition—said constitution to be submitted to the Faculty for endorsement.

### **SPHERES OF AUTHORITY**

The concept of "spheres of authority" has been made the foundation of the Constitution of the Student Government Association because it was felt that control of community life falls naturally into three areas: that primarily of Student concern, that of joint Faculty-Student concern, and that primarily of Faculty concern. The drawing-up of the Constitution was a cooperative venture between the Students and the Faculty, and its adoption rested upon ratification by both groups. The Grant of Powers and the Constitution, By-Laws and Regulations reflect not only the tripartite concept but also the philosophy that



responsibility breeds a sense of responsibility. The goal of this endeavor is heightened cooperation between Students and Faculty in the interest of the College and its component parts.

I. In the *Student Sphere*, the organs of government are:

The Legislative Body, made up of the  
Association as a whole

The Executive Council

The Standing Committees

The Judicial Board

II. The authority entrusted to the *joint Faculty-Student Sphere* is exercised by the College Council, possessing both legislative and judicial jurisdiction. In its legislative capacity the College Council meets monthly whereas in its judicial capacity it meets only when

necessary. The faculty members of College Council shall be the President of the College, the Dean, the Assistant Dean, the Dean of Students, the College Physician, and five members elected annually by the Faculty.

III. In the *Faculty Sphere*, the Faculty shares with the Board of Overseers and with the administrative officers of the College the final responsibility for the academic and social welfare of the College. It provides the instruction given; through its Executive Committee and other standing committees, determines the content of the curriculum; and carries on the academic business of the College.

### **Grant of Powers**

A. The Faculty of Sweet Briar College, in response to the request of the Student Government Association and in accordance with the authority vested in it by the Board of Overseers, entrusts to the *Students* the power to revise and interpret in the following areas of regulation:

1. House Regulations (General Information, Part III)
2. Extracurricular Activities (General Information, Part VI)
3. Dress Regulations (General Information, Part IV)

The Faculty entrusts to the *College Council* the power to revise and interpret in the following areas of regulations listed below. All changes must be reported to the Student Government Association and to the faculty.

1. Campus Regulations (General Information, Part V)
2. Non-Overnight Absences (Honor Regulations, Part V, A)
3. Social Regulations (Honor Regulations, Part VI)
4. Smoking Regulations (Honor Regulations, Part IV, E, F)

The *Faculty* retains the power to revise and interpret in the following areas of regulation:

1. Overnight Absences (Honor Regulations, Part V, B)
2. Motoring Regulations (Honor Regulations, Part VII)
3. Air Travel (General Information, Part I, A, 6)
4. Drinking Regulations (Honor Regulations, Part III)
5. Rule governing Hazing (General Information, Part VI, E)
6. Rule governing Secret Organizations (General Information, Part VI, F)
7. Academic Rulings (General Information, Part VII)

The Faculty will whenever possible discuss such changes with the College Council in advance of decision.

B. The Faculty reserves the right to withdraw all or any part of the power granted if it finds that the power is being abused. Except in cases of emergency, thirty days' notice shall be given before such action shall become effective.

### **Acceptance of Powers**

We, the students of Sweet Briar College, understanding the responsibilities entrusted to us through this Grant of Powers, hereby accept the obligations and privileges which this provides.

### **Preamble**

Whereas we, the students of Sweet Briar College, individually and collectively desire to assume responsibility for the conduct of students in our college life, and

Whereas, we believe that such responsibility not only promotes loyalty to the best interest of the College but prepares the students to take their places in democratic society, and

Whereas, we believe that there is dignity and honor in student government,

We do hereby, in accordance with the grant of powers from the faculty and administration to the students, adopt the following Constitution and By-Laws.

## **CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF SWEET BRIAR COLLEGE**

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### **Article I—Name**

The name of the organization shall be the Student Government Association of Sweet Briar College.

### **Article II—Purpose**

The purpose of this organization shall be:

1. to support the formal educational program by emphasizing the intellectual life of the college

2. to strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is "to impart to students such an education in sound learning, and such physical, moral, and religious training as shall best fit them to be useful members of society"
3. to promote the highest standards of honor and integrity in all phases of college life
4. to stimulate an intelligent interest in college citizenship
5. to foster the individual and community interests of Sweet Briar students, and
6. to advance the spirit of loyalty to the College and its undertakings.

### **Article III—Membership**

All students at Sweet Briar College are members of the Association.

### **Article IV—Organization**

The Student Government Association shall exercise legislative, executive and judicial powers.

### **Article V—Legislative Powers**

#### **Section 1.**

**The Legislative powers of the Association shall be exercised by the Association as a whole.**

#### **Section 2.**

These powers shall be:

1. to make appropriations from the student activity funds
2. to conduct nominations and elections of Association officers
3. to ratify the rules and regulations lying exclusively within the student sphere, in accordance with the grant of powers from the Faculty and Administration
4. to propose and discuss rules and regulations.

#### **Section 3.**

All matters of a legislative nature which the Student Body or any portion thereof wishes to present to the Faculty shall be discussed by College Council prior to such presentation. If the Council disapproves of the proposal, the students may present this matter directly to the faculty.

## Article VI—Executive Powers

### Section 1.

The Executive Powers shall be exercised by the Executive Officers, the Executive Board, and the Standing Committees of the Association.

### Section 2.

The Executive officers shall be: the President, Vice-President, Secretary, Treasurer and the House President from each dormitory.

### Section 3.

A. The Executive Board shall consist of: the Executive Officers; the Presidents of the Sophomore and Freshman Classes; the Head of Orientation; the Chairman of the Social Committee; the President of the Y. W. C. A.; the President of the Athletic Association; the campus Chairman of the National Student Association; and the President of the Junior Class during her service as temporary head of the Freshman Class.

B. The powers of the Executive Board shall be:

1. to implement the educational purpose of the association:
  - a. by **broadening** intellectual opportunities through educational projects sponsored directly or by the appropriate student organization;
  - b. by **channeling** questions about academic matters to the proper authority
2. to recommend revisions to the House regulations
3. to consider all petitions, appeals, petitions for recall of officers and proposals for amendments to the Constitution and By-Laws, and, at the discretion of the Board, to refer each to the proper authority
4. to approve by a two-thirds vote, the charter for all new clubs, organizations and publications
5. to explain to the students the meaning of Student Government Constitution and By-Laws
6. to administer the Constitution and By-Laws
7. to review the rules and regulations annually.

### **Article VII—Judicial Powers**

#### **Section 1.**

**The Judicial Powers shall be exercised by the Judicial Board.**

#### **Section 2.**

The Judicial Officers shall be: The Judiciary Chairman of the Student Government Association, the Vice-Chairman, and the Secretary of the Judicial Board.

#### **Section 3.**

**A. The Judicial Board shall consist of: the Judiciary Chairman of the Student Government Association, three seniors, three juniors, three sophomores, and two freshmen. At its first meeting in the spring, the board shall elect a Vice Chairman and a secretary. Any member of the community may be invited to serve as a non-voting member in a particular case.**

**B. The powers of the Judicial Board shall be:**

1. to interpret the Honor System and Regulations to the members of the Association and Faculty
2. to authorize or to undertake investigation of cases involving:
  - a. breach of the Honor System
  - b. lack of responsibility with regard to regulations as Board members deem necessary
  - c. breach of good taste and good judgment
3. to try cases involving:
  - a. breach of the Honor System
  - b. lack of responsibility with regard to regulations as Board members deem necessary
  - c. breach of good taste and good judgment
4. to impose such penalties as it deems advisable
5. to refer any case to College Council; cases involving questioned academic honesty, suspension or expulsion must be referred to the Council
6. to consider cases of questioned academic honesty with the provision that:
  - a. the faculty member in whose course the case arose shall be consulted by the Judicial Board during its consideration of the case.
  - b. the final decision rests with College Council.

**Article VIII—College Council****Section 1.**

The authority entrusted by the faculty to the joint Faculty-Student Sphere of authority is exercised by the College Council, possessing both legislative and judicial jurisdiction.

**Section 2.**

- A. The faculty members of the College Council are designated by the faculty.\* In case of questioned academic honesty, the faculty member in whose course the question arose shall attend the meetings of the College Council in an advisory capacity while the case is being considered.**
- B. When the College Council sits in its legislative capacity, the student members shall be the officers of the Executive Board, the Chairman of the Social Committee, the President of the Freshman Class, and the President of the Junior Class during her service as temporary head of the Freshman Class. When College Council sits in its judicial capacity, the student members shall be the members of the Judicial Board and the President of Student Government Association.**
- C. The President of the Student Government shall be Chairman of the Council.**

**Section 3.**

- A. The powers of College Council in its legislative capacity shall be:**
  - 1. to amend regulations lying within the joint Faculty-Student Sphere of authority
  - 2. to discuss topics of interest to the Community and offer recommendations to the Faculty or to the Student Body. It may call Community meetings for the discussion of such topics
  - 3. to receive all questions of interpretation of this Constitution, By-Laws, and Regulations and render final decision on these questions
  - 4. to interpret rulings of the Board of Overseers on student activities.
- B. The powers of College Council in its judicial capacity shall be:**
  - 1. to make final decisions in all cases except when it votes for a penalty of suspension or expulsion from the College. In such cases the Council shall make to the Administration a recommendation of suspension or expulsion

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\*The elected members of College Council for 1963-64 are: Miss Allnutt, Mr. Crowe, Mr. DeVol, Miss Macdonald and Mr. Shannon.

2. to receive appeals from a decision of the Judicial Board. Such appeals may be made either directly by the student penalized, or by the Association upon a majority vote, or by any two members of the College Council. After judicial review, the Council may impose a substitute penalty which shall be final in all cases not involving suspension or expulsion.
- C. The Council must reconsider a decision made by it on all legislative and judicial matters if such reconsideration is requested by a majority vote of the Faculty or the Student Body.

### **Article IX—Parliamentary Authority**

The rules contained in *Robert's Rules of Order, Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws.

### **Article X—Amendments**

#### **Section 1.**

Amendments may be proposed by any Board, Council or Committee of the Association, by a member at any meeting of the Executive Board or of the Association, or by a Special Committee appointed by the President.

#### **Section 2. Procedure:**

- A. All proposals shall be studied by the Executive Board. They shall then be referred, with recommendations, to the College Council at least forty-eight hours prior to the vote of the Council.
- B. The College Council may make amendments to the proposal. If the College Council, by a two-thirds vote, approves the proposal as amended it shall be communicated to the members of the Association forty-eight hours in advance of the next meeting of the Association.
- C. Final adoption of an amendment requires a two-thirds vote of the members of the Association and approval of the Faculty.

**BY-LAWS OF THE STUDENT GOVERNMENT  
ASSOCIATION OF SWEET BRIAR COLLEGE**

**Section I—Honor Pledge**

At the beginning of each year, after passing the Student Government test, every student is expected to sign the following pledge, indicating her willingness and determination to adhere to the principles of the Association.

I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. REALIZING THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR, I HEREBY ASSUME MY OBLIGATION TO UPHOLD THEM AND TO ABIDE BY THE REGULATIONS OF THE COLLEGE. I WILL REPORT MYSELF AND ASK OTHERS TO REPORT THEMSELVES FOR ANY INFRACTION OF THIS PLEDGE.

**Section II—Meetings of the Association**

- A. The association shall hold regular monthly meetings on the first Wednesday of each month.**
- B. Students are required to attend Student Government meetings. If a student is unable to attend she is required to see her house president before the meeting.**

**Section III—Executive Branch**

**A. Duties of Executive Officers.**

- 1. The President shall:
  - a. call and preside at the meetings of the Association, of the Executive Board, and of the College Council
  - b. represent the students either personally or through her representatives when the need arises
  - c. appoint special committees when necessary
  - d. perform the duties which pertain to the office of president
  - e. make an annual report to the Association in the April meeting.

2. The Vice-President shall:
  - a. perform the duties of President in the absence of the President
  - b. administer the regulations governing participation in extra-curricular activities
  - c. serve as chairman of the Inter-Club Committee.
3. The Secretary shall:
  - a. record the proceedings of all meetings of the Association, of the Executive Board, and of the College Council, when acting in an executive capacity, keep a permanent record of the same, and file a copy of the College Council minutes with the Dean and a copy with the Dean of Students.
  - b. send to the Secretary of the Faculty a copy of the amendments to the By-Laws adopted by the Association
  - c. keep a list of officers, committees, boards or other bodies appointed by the Association or its officers, and file a copy with the President, and the Dean of the college and the Dean of Students.
  - d. attend to all correspondence of the Association
  - e. perform all other duties pertaining to the office of secretary of the Association.
4. The Treasurer shall:
  - a. serve as Chairman of the Finance Committee and in this capacity collect the Student Activities fees
  - b. keep a record of all money of the Association and expend the same according to the direction of the Executive Board of the Association
  - c. make interim reports of the finances at the request of the President of the Association or the Executive Board
  - d. at the last regular meeting of the year, render to the Association a complete report of the year's work
  - e. open the accounts of the Association for inspection upon request of any member of the Association or the President of the college or her deputy.
5. Each House President shall:
  - a. exercise a general supervision over her dormitory
  - b. be responsible for her house book.

**B. Meetings of the Executive Board:**

The Executive Board shall meet once every week. Additional meetings may be called by the President.

**C. Standing Committees.****1. Inter-Club Committee.**

a. **The Inter-Club Committee shall consist of: all Club presidents; the heads of Orientation, Campus Chest, Student Development Fund, Vocational Guidance Committee; the chairman of the Board of Publications, the chairman of NSA, and the president of the Y. W. C. A., ex officio; and the Vice-President of the Student Government, who shall serve as Chairman of the committee.**

b. Its powers and duties shall be:

1. to act as a general coordinating body for club activities
2. to recommend to the Executive Board the approval or disapproval of any proposed club, other organizations or publications
3. to keep on file the Constitutions and memberships of all organizations, clubs, and publications
4. to evaluate the activities of each club.

c. The Chairman shall call meetings of the Committee. Members of the community may request that a meeting be called for discussion of general questions pertaining to extracurricular activities.

**2. Nominating Committee:**

- a. The Nominating Committee shall consist of: the Executive Board and the President of the Junior class. Other officers of the four classes may be invited for consultation
- b. It shall be the duty of the Nominating Committee to nominate the officers of the Association for the ensuing year in accordance with Section VII, A and B.

**3. Social Committee**

- a. The Social Committee shall consist of: a Chairman, seven seniors, seven juniors, seven sophomores, and after the first semester, two freshmen. The Chairman shall be elected

by the Association. The social chairmen of the four classes, automatic members of the Social Committee, shall be elected by their respective classes. The other members of the Committee shall be chosen by the incoming and outgoing Chairmen of the Social Committee, the Assistant Dean, Dean of Students, and the incoming and outgoing Presidents of Student Government, the choice to be subject to the approval of the Executive Board of the Student Government Association.

- b. Its powers and duties shall be:
  - 1. to help maintain the standards of social life recognized by Sweet Briar College
  - 2. to act as hostesses
  - 3. to cooperate with the Dean of Students and Executive Board in the administration of social regulations
  - 4. to sponsor Fall Dances.

#### 4. Finance Committee

- a. The Finance Committee shall consist of the Treasurer of the Student Government who shall serve as chairman, the Treasurer and Assistant Treasurer of the college, and the Treasurers of all clubs and organizations which receive money from the Student Activities Fund.
- b. Its powers and duties shall be:
  - 1. to draw up an annual budget for adoption by the Association
  - 2. to administer the Student Activities Fund\* in accordance with the budget adopted by the Association
  - 3. to decide any financial appeal of an organization or of any individual which had been referred to the committee
  - 4. to discharge the treasurer of a student organization for mismanagement of funds. The decision of whether or not funds have been mismanaged will rest with the Finance Committee, the Assistant Treasurer of the College, and the sponsor of the organization. In case of discharge a new treasurer will be elected
  - 5. to require that the accounts of every campus organization be audited three times a year as specified by the committee.

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\*See General College Rules and Information, Student Activities Fund, Page 50.

- c. The Finance Committee shall meet in October and at other times at the discretion of the chairman.
- 5. National Student Association Committee.
  - a. The National Student Association shall be represented on campus by a Chairman elected by the Student Government Association. She may appoint a committee to aid her.
  - b. The Chairman shall:
    - 1. represent the college at regional and national NSA conferences
    - 2. represent the association on campus.
- 6. Orientation

The Orientation Committee, composed mostly of Sophomores and Juniors, works throughout the year to help new students feel a part of Sweet Briar. Letters are written to new students in the summer, and committee members return early for Orientation classes before welcoming the new students. The first few weeks of college the Committee is especially active in acquainting new students with the intellectual as well as other phases of Sweet Briar life. During the year informal gatherings are held at various times to give the new students additional opportunities to meet upperclassmen and faculty.

### **Section IV—Judicial Branch**

#### **A. Duties of Judicial Officers.**

- 1. The Judicial Chairman of the Student Government Association shall:
  - a. conduct meetings of the Judicial Board
  - b. interpret to students, faculty, and College Council the underlying philosophy of the Honor System and Regulations and the policy of the Judicial Board
  - c. to discuss with the Dean of Students all cases coming to the Judicial Board prior to and/or during their consideration by the Board.
  - d. personally explain decisions of the Board to those concerned
  - e. keep herself informed about the Judicial records.
- 2. The Vice Chairman of the Judicial Board shall perform the duties of the chairman in the absence of the Chairman.

## 3. The Secretary of the Judicial Board shall:

- a. record the proceedings of all meetings of the Judicial Board and of College Council acting in a judicial capacity, keep a permanent record of the same, and file copies of the same with the Dean and with the Dean of Students
- b. draw up a report of all cases brought before the Board, regardless of whether or not penalty is given, and post the same on the Student Government bulletin board for a week following the report
- c. write a resume of any case which is to be brought before College Council in its judicial capacity and take it prior to the meeting to the Dean for the use of the members of College Council.

## B. Meetings.

The Judicial Board shall meet at the discretion of the Chairman.

## C. Penalties.

## 1. Penalties which may be imposed by the Judicial Board are:

- a. Withdrawal of Privileges.
  1. Dating
  2. Pink Slip (overnight absences)
  3. House book
  4. Library (for breach of Library regulations).

## b. Probation

When placed upon probation, a student must pledge before the Judicial Board that henceforth she will be especially scrupulous in all matters of honor and in keeping all regulations, with the understanding that any future infringement will be more serious for her than for other students. The acceptance of probation shall be entered in the Chairman's book and the Secretary's book. A student shall accept probation in the form, "I (name given) because (cause given) accept probation and pledge myself to be especially scrupulous in all matters of honor and in keeping all regulations. I understand that any infringement will be more serious for me than for other students."

## c. Suspension of Pledge

Suspension of pledge involves the loss of all privileges granted to Sweet Briar students through the Honor System

and Student Government Regulations. The pledge may be suspended for varying lengths of time, but in any case its purpose is to bring a girl who has broken her pledge to the realization of the responsibility which she must assume when she signs the pledge. If a student does not live up to her responsibility as defined in the pledge, she is not justly entitled to the privileges granted to Sweet Briar students through the Honor System and Student Government Regulations. At the end of her suspension of pledge, a student is given the opportunity to re-sign her pledge.

- d. Any other which the Judicial Board deems appropriate to the particular case.
2. Suspension or expulsion shall be regulated according to the provisions in the Constitution, Article VIII, 3B, 1
3. A penalized student may ask for reconsideration of her penalty by the Judicial Board or may appeal to College Council for re-examination of her case.

### **Section V—College Council**

- A. Meetings of College Council shall be called by the Chairman. She must call a meeting upon the request of the Judicial Chairman or of a majority of the members of the Council.
- B. A quorum shall consist of over one-half of the student members and over one-half of the non-student members.
- C. Voting:
  1. All procedural matters shall be decided by a majority vote.
  2. Substantive action by the Council requires an affirmative vote of two-third of the votes cast.
  3. Voting shall be by secret ballot upon request of any member. In judicial cases involving suspension or expulsion a secret ballot is required.
  4. If the Council, after considering every possible solution open to it, is unable to reach an affirmative vote of two-thirds votes cast in a judicial case, it shall refer the matter to the Faculty for decision on the procedure to be used in final settlement of the case.

**Section VI—Eligibility For Office**

- A. A student who is under a major penalty imposed by the regular authorities of the Association may not hold office in the Association. For eligibility requirements regarding academic work and health see regulations concerning extracurricular activities, Handbook, pages 51-52.
- B. The standards for retention of office are the same as those for eligibility.
- C. The President and Vice-President of the Association, the Judiciary Chairman of the Association and the Chairman of the Social Committee shall be of the Senior Class. The Chairman of the Student Development Committee, the Campus Chest Committee, the President of the YWCA, and the President of the Athletic Association shall be either a Junior or Senior. The Secretary and the Treasurer of the Student Government Association and the Chairman of the National Student Association shall be of the Junior Class, and there shall be two senior, three junior, and two sophomore house presidents.
- D. A member of the Student Government Association may serve only once on the Executive Board and once on the Judicial Board prior to her Senior year. A student who serves on the Executive Board or on the Judicial Board her Freshman year shall not be eligible for membership in the other body until her Junior year. A Sophomore member of the Executive Board or Judicial Board may not serve on the other body until her Senior year when she may serve on either board.

**Section VII—Elections**

- A. Officers of the Association and the elected chairmen of the Standing Committees shall be nominated by the Nominating Committee. Chairmen of the Campus Chest Committee, Student Development Fund Committee, and the presidents of the Athletic Association and of the Y. W. C. A. shall be nominated by their respective committees, subject to the approval of the Executive Board. These nominations for the ensuing year shall be made early in the second semester. Further nominations may be made by a petition with

a minimum of 25 signatures to be submitted to the Vice-President of the Student Government Association.

- B. In the second semester, after eligibility has been determined, the nominations for the three groups listed below shall be posted for one week prior to the elections which shall be conducted by the Student Government Association.

#### GROUP ONE

President of Student Government, Judiciary Chairman of Student Government

#### GROUP TWO

Executive officers of Student Government (Vice-President, Secretary, and Treasurer of Student Government, House Presidents), Judicial Board members, Chairman of the Social Committee, President of the Y. W. C. A., Chairman of Orientation, Editor of THE SWEET BRIAR NEWS; Chairman of the National Student Association, President of the Athletic Association.

#### GROUP THREE

Chairman of the Student Development Fund; the Chairman of of Campus Chest.

Other officers will be elected after Group Three by their respective organizations. This includes class presidents.

- C. The Student Government Association shall use the Transfer System to be explained in handbook classes.
- D. Newly elected officers assume their duties after Spring Vacation.
- E. If a vacancy occurs in any office of the Association, the President shall ask the person who ranked next on the transfer ballot in the last election to fill the office. Temporary vacancies shall be filled by appointment of the Executive Board.

### **Section VIII—Amendments to By-Laws**

By-laws may be amended by a three-fourths majority of a student vote after consultation on the part of the President of the Student Government Association with the Dean of Students, and after approval by College Council in cases where such action is recommended by the Dean's staff.

# OFFICERS OF THE STUDENT GOVERNMENT ASSOCIATION

## EXECUTIVE BRANCH

<i>President</i> .....	SUSIE GLASGOW
<i>Vice-President</i> .....	JOANN SODERQUIST
<i>Secretary</i> .....	PRYOR HALE
<i>Treasurer</i> .....	MARY K. LEE

## House Presidents

<i>Carson</i> .....	KATHLEEN WATSON
<i>Dew</i> .....	JULIE BRADSHAW
<i>Gray</i> .....	MISSY REEDER
<i>Grammer</i> .....	ANN WARD
<i>Manson</i> .....	JOSEPHINE ENGLAND
<i>Randolph</i> .....	DOOTSIE DUER
<i>Reid</i> .....	JEAN INGE
<i>Meta Glass</i> .....	ANNE MASON

<i>Chairman of Social Committee</i> .....	LYNN YOUNGS
<i>President Y. W. C. A.</i> .....	LAURA HASKELL
<i>President Athletic Association</i> .....	LYNN MORGAN
<i>President Sophomore Class</i> .....	RUTHIE SCHMIDT
<i>President Freshman Class</i> .....	TO BE ELECTED
<i>(Pro-tem)</i> .....	TRUDY DOWD
<i>Head of Orientation</i> .....	CAROL COLE
<i>(ex-officio)</i>	
<i>National Student Association, coordinator</i> .....	ADRIENNE ASH
<i>Editor of Sweet Briar News</i> .....	MOLLY SUTHERLAND
<i>(ex officio)</i>	



*Top center, Susan Glasgow; first row, left to right, Dootsie Duer, Josephine England; second row, Missy Reeder, Julie Bradshaw, Jean Inge; third row, Kathleen Watson, Anne Mason, Ann Ward.*



*Top row, left to right, Molly Sutherland, Lynn Youngs; second row, Lynn Morgan, Laura Haskell, Carol Cole; third row, Joann Soderquist, Prior Hale, Mary K. Lee.*

**JUDICIAL BOARD**

*Judiciary Chairman of Student Government* ..... LEE HUSTON

*Vice-Chairman* ..... CAROLINE TATE

*Secretary* ..... BLAIR BOTH

**MEMBERS**

*Senior Representatives* ..... { MARY FITZHUGH  
CAROLINE TATE  
SUSAN WILLIAMS

*Junior Representatives* ..... { BLAIR BOTH  
ELVIRA McMILLAN  
LINDA SCHWAAB

*Sophomore Representatives* ..... { VICKI CHAINSKI  
ANN DREHER  
ANNE MERCER



*Top center, Lee Huston; first row, left to right, Mary FitzHugh, Caroline Tate, Susan Williams; second row, Blair Both, Elvira McMillan, Linda Schwaab; third row, Vicki Chainski, Ann Dreher, Anne Mercer.*

## THE HONOR SYSTEM

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**STUDENT LIVING AT SWEET BRIAR COLLEGE**

Sweet Briar citizenship requires that the student govern her behavior according to the requisites for cooperative living. Realizing that there are certain standards by which our society, both on and off the campus, is governed, the student is under an obligation to uphold them.

Citizenship at Sweet Briar is based primarily on the two following principles:

1. To cover the general standards of society which each student is expected to understand and respect, we rely on a sense of honor.
2. To support the regulations limiting and organizing our life while at Sweet Briar, we expect a student to see that the college community is run smoothly and efficiently, keeping in mind the safety of the students, the convenience of the community as a whole, and the maintenance of the high level of integrity. These standards involve individual responsibility for one's obligations as a citizen of Sweet Briar.

**SWEET BRIAR STUDENTS ARE EXPECTED AT ALL TIMES TO EXERCISE GOOD TASTE AND GOOD JUDGMENT IN THEIR CONDUCT. ANY FAILURE TO DO SO WILL BE TREATED BY THE STUDENT GOVERNMENT ASSOCIATION AS AN OFFENSE.**

An Honor System is based upon:

1. Integrity of one's word
2. Respect for the property of others
3. Honesty in academic work (including preparation of classroom work, papers, laboratory work and notebooks, tests, and examinations).

In order to avoid external controls as much as possible we depend upon certain means of self-enforced discipline.

1. The student must record\* and report\* herself for her infractions of the Sweet Briar regulations. If there is cause to think that specific

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\*The following infractions are recording offenses. All other infractions must be reported.

1. Signing in under ten minutes late (at Sweet Briar and not on a late permission)
2. Forgetting to sign out or to sign in
3. Leaving Charlottesville or Lexington after specified time

infractions are occurring, dormitory officers, in accordance with judicial procedures, have the power to ascertain whether or not this is true.

2. The student is first of all responsible for her own behavior. If she witnesses a breach of the regulations or of good conduct, she is *honor bound, by signing the Pledge, to ask the offender to report herself*. If the offender fails to report herself, it is within another student's power to report to the proper Student Government officer. Signing the Pledge does not commit a student to report an offender, but it *does commit her to ask the offender to report herself*.
3. Certain rules concerning smoking and drinking were made for the safety of students and with the welfare and atmosphere of the campus in mind. A breach of these rules will be treated with the utmost severity (e.g., suspension or expulsion).

### THE HONOR PLEDGE

The Sweet Briar Honor Pledge is to be signed without reservation. When a student signs the Pledge, she automatically gives up the right of private judgment as to which of the rules she will uphold. By signing the Pledge, she promises to strive to uphold *each one* of the Sweet Briar Regulations, realizing that each is important to her safety, to the community as a whole, or to the ideals of the college.

I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. REALIZING THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR, I HEREBY ASSUME MY OBLIGATION TO UPHOLD THEM AND TO ABIDE BY THE REGULATIONS OF THE COLLEGE. I WILL REPORT MYSELF AND ASK OTHERS TO REPORT THEMSELVES FOR ANY INFRACTION OF THIS PLEDGE.

A student is expected to sign this pledge upon passing the handbook test each year that she is at Sweet Briar. If she has any questions or objections to regulations she is encouraged to consult with an officer of the Student Government Association *before* signing her pledge. (Handbook classes are held for the purpose of clearing up just such questions in the minds of incoming students.)

The student will find the most freedom within the campus society if she is in accord with its standards of procedure and behavior. Whether or not these regulations are consonant with those she has experienced before entering college, by signing the pledge she makes herself responsible for regulating her behavior within the limits set until they have been changed through orderly processes. The student must realize that many regulations are for her own safety. Others, not necessary for individual living, are vital when many people are living together. Successful student government is a challenge to accept the responsibilities of citizenship, and to foster active concern for the spirit of the college. Upperclassmen, who have experienced the benefits of student government, have a special responsibility for seeing that its standards are met both by their example and by their advice to others.

## **THE HONOR REGULATIONS**

### **I ACADEMIC REGULATIONS**

THE VALIDITY OF THE SWEET BRIAR DEGREE DEPENDS UPON THE INTEGRITY OF THE WORK WHICH IT REPRESENTS. Therefore principles of academic honesty are an essential part of the Sweet Briar Honor System. In accordance with these principles the following regulations have been established:

#### **Examinations and tests**

- A. All tests and examinations are given under the Honor System. The student's signature signifies that the information given is her own on a test or paper. It is regarded as a guarantee of honest work.
- B. It is suggested that only those materials needed for the examination be brought into the examination room. for their own protection students are advised not to bring notebooks into classrooms where tests and examinations are to be held.

#### **Papers**

Students shall give due and appropriate acknowledgment of the work of others when that work is incorporated into the writing of

their own papers. Any form of plagiarism violates the integrity of the student's work. In cases of doubt, students should ask instructors; and instructors are requested to be definite and explicit in explaining the proper procedure for the work involved.

- A. Quotations must be clearly marked and sources of information or of ideas or opinions not your own must be indicated clearly in all written work. This applies to paraphrased ideas as well as direct quotations.
- B. Unless otherwise directed, every student working in a laboratory is expected to make all necessary measurements, drawings, etc., from her own independent observations of the material provided.

### **Procedure Upon Infraction**

- A. If an instructor observes a possible breach of academic honor he should promptly confer with the student involved.
  - 1. Unless convinced that no such breach has occurred, the instructor should urge the student to report the affair to the Judiciary Chairman of the Student Government Association.
  - 2. If the student neglects to do so promptly, the instructor should so report the case himself.
- B. When consulted by a student concerning suspicious work which she has observed, the instructor should advise the student to discuss the case with the Judiciary Chairman.
- C. If an instructor is in doubt about the best procedure in a given case, he should consult the Dean or the President of the college.

**Expulsion, suspension, and, in the case of academic matters, suspension of pledge, shall be recorded on the student's permanent record. In either of the latter two cases the record of the penalty shall be expunged upon the granting of a Sweet Briar degree.**

**II. LIBRARY REGULATIONS**

- A. All library material must be signed for at the desk before being taken from the building.
- B. Reserve books must be replaced on the proper shelves and may not be removed from the library until the time designated.
- C. Disregard of library regulations concerning reserve books and periodicals is a Student Government offense. (You are especially reminded that the intentional removal of any library book under any circumstances not included under library regulations shall be considered as a serious breach of honor.)

**NOTE:**

- D. All library regulations apply also to the departmental libraries in the Fine Arts Center and Benedict.
- E. For further information about library conduct see section on the Mary Helen Cochan Library.

**III. DRINKING REGULATIONS**

- A. There shall be NO DRINKING at Sweet Briar College either by students or by their guests.
- B. Students may NOT have alcoholic beverages IN THEIR POSSESSION ON CAMPUS. This includes keeping such beverages in registered student cars.

**NOTE:** *Although the Association does not undertake to give legal advice, it wishes to call the attention of everyone to the Virginia State Law concerning alcoholic beverages. According to this law, it is a misdemeanor (1) for any holder of a license to sell any alcoholic beverages to any person who is less than twenty-one years of age, (2) for any person under twenty-one years to falsely represent his age to be twenty-one or older in order to purchase alcoholic beverages and (3) for any person to purchase alcoholic beverages for another person who he has reason to know is under twenty-one years of age. Beer with an alcoholic content of 3.2 may be sold to those 18 years of age or older. Students while residents in Virginia are expected to conform to this and all other laws of the state.*

**IV. FIRE PREVENTION**

- A. There shall be no fire made in any room.
- B. There shall be no candles used in the dormitory rooms. Permission for the use of candles in the parlors or common rooms must be obtained from the Assistant to the President of the College, and any question of fire prevention should be referred to him.
- C. There shall be no sitting on fire escapes nor shall anything be placed on the fire escapes or ladders.
- D. Any false ringing of the fire alarm will be treated as an extremely serious offense.
- E. There shall be no smoking in any unauthorized place in any Sweet Briar building.
- F. Smoking is permitted in the following places:
  - 1. The Dells.
  - 2. The roads leading off the immediate campus except the road to the gate. These include the main road to the lake and Elijah Road beyond the fork.
  - 3. The arcades in the residential quadrangle (the passageway leading from the ground floor of Randolph to the entrance of Manson Chapel is not considered an arcade).
  - 4. Dormitory smoking rooms at any time (Exception: Emily Bowen and Amherst County Rooms.)
  - 5. Dew, Gray, Randolph, Grammer, Reid and Meta Glass parlors with guests only or during official meetings.
  - 6. The main lobby of the Meta Glass Dormitory.
  - 7. The refectories at dinner on Friday and Saturday nights, Sunday noons, and late Sunday breakfast.
  - 8. On the upper level of the Boathouse in a party registered with the Head of Lake.
  - 9. In faculty and staff offices when a faculty or staff member is present and gives permission.
  - 10. Outside Babcock, Manson, and the Gymnasium during intermissions of special college events.
  - 11. In Babcock Smoking Lounge and in Babcock lobby (except prior to College events in the Auditorium); in Babcock Smoking Lounge.
  - 12. In cars on campus.
  - 13. The Date House.

14. In A. A. room during meetings and special college functions.
15. On the patio outside of the Emily Bowen Room, the Date House patio and the patio beside Boxwood Inn (when the Inn is open).

## V. ABSENCES FROM CAMPUS

### IT IS A STUDENT GOVERNMENT OFFENSE FOR ANY STUDENT TO SIGN IN FOR ANOTHER STUDENT.

#### A. Non-overnight absences

##### 1. Without late permission

###### a. Signing out: on housebook

1. No student may leave before 6 a. m.
2. Another student may sign out for you if you have forgotten to do so. Upon returning to the college you must record yourself.
3. All on-campus dates\* must be registered (including the hour of his arrival and the hour of his departure). Entertaining a young man for a period of over thirty minutes is considered a date.

###### b. Signing in: on housebook (**date must leave before a student signs in**)

##### 1. All students must sign in on **housebook**

- a. Monday-Thursday: 10:30 p.m.
- b. Friday: 12:00 midnight
- c. Saturday: 1:00 a.m.
- d. Sunday: 11:00 p.m.

##### 2. Enforcement

- a. Self recording for lateness under 10 minutes
- b. Self reporting for lateness over 10 minutes

##### 2. With late permission

###### a. Signing out: on housebook and green sheet

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\* Each student will be responsible for the behavior of her guests and for informing them of the rules they are expected to observe while visiting the college.

1. **It is a Student Government offense to sign out for a late for another student**
  2. Lates will not be given over the phone
  3. Lates are not to be signed out for after the closing hour
  4. Lates may not be taken in conjunction with an overnight absence
  - b. Signing in: on green sheet in the Refectory
    1. Students must be signed in by 12:00 midnight.
    2. Dates may not come into the dormitories after the student has signed in.
    3. Any lateness on a late permission is a REPORTING offense.
  - c. General information concerning lates
    1. Quotas for lates
      - a. Seniors: unlimited
      - b. Juniors: 12 per semester
      - c. Sophomores: 10 per semester
      - d. Freshmen: 3 per semester
    2. Extended hours
      - a. Monday-Thursday: 12 midnight
      - b. Sunday: 12 midnight
      - c. No late permission given on Friday and Saturday
    3. Places lates may be taken on campus
      - a. Parlors: Meta Glass, Reid, Grammer, Dew (main parlor and E. B. Room), Randolph (small parlor), and Gray (must leave by 11 p.m.)
      - b. Date House
      - c. Boathouse and outdoor fireplace (registered party of not less than 4 people).
      - d. Outdoors within the dormitory quadrangle; also on the road in front of the Gym.
  3. Freshmen, only by special permission, may date during the week. Permission is requested from Lynn Youngs, Chairman of the Social Committee.
- B. Overnight Absences
1. Signing out: pink slips (each student must fill in her own slip)  
A student's signature on the pink slip verifies that the information given is true and correct.
    - a. All non-seniors must have permission of the Dean of Students

- b. All changes of address must be reported to the resident counselor on duty. This is for your protection in case of an emergency. The phone number is on page 64.
- 2. Signing in: pink slips in the Refectory (each student must sign in for herself)  
Students must sign in by:
  - a. Monday-Thursday: 10:30 p.m.
  - b. Friday, Saturday, Sunday: 11:00 p.m.
- 3. General information concerning overnight absences
  - a. Overnight absences must be planned in accordance with parental permissions on file in the Office of the Dean of Students and will be subject to the approval of the dean's staff. Students are responsible for all academic work missed by class absences.
  - b. Overnights allowed:
- 1. Freshmen
  - (a.) Freshmen may not be away from college more than five nights during the first semester or more than seven nights during the second semester.
  - (b.) Freshmen may not be away overnight during the first six weeks of academic work with the one exception that they are allowed to take one of their present quota of overnight absences on either a Friday or a Saturday night after the first four weeks of classes.
  - (c.) Not more than two consecutive nights of absence from the college are permitted, unless a freshman has a credit ratio of 1.5 or above in the work of the first semester, in which case she may be away for three nights consecutively, and that not more than once in that semester.
- 2. Sophomores
  - (a.) Sophomores may not be away from the college more than nine nights during a semester.  
Exception: In the second semester, Sophomores who have earned a cumulative credit ratio of 1.5 will be permitted to take overnight absences at their discretion.
  - (b.) Sophomores may not be away from the college more than four nights consecutively and that not more than once in a semester.

- c. Other classmen may take overnight absences at their discretion.
- d. Change in transportation should be reported
  1. to the family, if student is at a private home.
  2. to hostess, if student is in Charlottesville or Lexington.
  3. to the resident counselor on duty, if neither of the above applies.

NOTE: This recommendation is for your own safety and for the convenience of others.
- e. **Only in cases of emergency or a late invitation should overnight permission be requested at other than the following specified hours of the Dean of Students:**  
**Wednesday and Thursday: 2-4:30 p. m.**  
**Also Thursday morning: 9-12:30.**

## VI. Social Affairs off Campus

**A student must remember that she, in her behavior off campus as well as on, is a representative of the Sweet Briar community. Standards of conduct established by law and social custom lie at the basis of the following regulations.**

- A. Students may not accept invitations to men's rooms or apartments in Charlottesville or Lexington or in the Amherst-Lynchburg area unless they are in a group of not less than 3 people.
- B. Students may not enter private hotel or motel rooms in the Lynchburg-Amherst area or in Charlottesville or Lexington unless accompanied by their own or other students' parents. Regulations A and B apply during Thanksgiving and Mid-year recesses also.)
- C. Students must return to the place where they are staying in Lexington and Charlottesville not later than 2:00 a. m. and must leave their dates at this time.

### **Any Lateness is a REPORTING offense.**

- D. On the following dance week ends in Charlottesville and Lexington, students must return to the place where they are staying not later than 3:00 a.m. on **Friday** and **Saturday** nights and must leave their dates at this time:

Openings	} of the University of Virginia
Homecomings	
Mid-Winters	
Easters	

Openings  
Homecomings  
Fancy Dress  
Spring Dances } of Washington and Lee University

- E. For safety's sake and out of courtesy students are asked to report to their Charlottesville or Lexington hostess as soon as possible, preferably by going to the house or by telephoning if the former method is not feasible. The hour of 8:00 p.m. is the deadline for such reporting.
- F. Students may not go out in the morning before 7:00 a.m. when visiting in Charlottesville or Lexington.

### **VII Motoring Regulations \***

#### **STUDENTS ARE REMINDED AT ALL TIMES TO ALLOW AMPLE TIME FOR RETURNING TO COLLEGE, ESPECIALLY IN BAD WEATHER.**

- A. Students may not drive from Sweet Briar to Charlottesville or Lexington of other points of comparable distance after 7:00 p.m.
- B. When returning to Sweet Briar:
1. Students are to leave the Charlottesville city limits not later than 1½ hours before the closing hour.
  2. Students are to leave the Lexington city limits not later than 1¼ hours before the closing hour.
  3. If a late permission is taken in conjunction with a day trip to Charlottesville or Lexington:
    - a. Students are to leave the Charlottesville city limits 1½ hours before the termination of the late permission.
    - b. Students are to leave the Lexington city limits 1¼ hours before the termination of the late permission.
- C. Student custody of automobiles:
1. Senior Cars.  
Only students with senior class standing may have cars on campus or in the vicinity of the college. This privilege is subject to regulations distributed to those eligible to have cars and is granted for 1963-64 subject to review by the faculty in the spring before extending the privilege another year. Under no other circumstances may a student maintain or have custody of an automobile, either her own or that of another person, while enrolled at Sweet Briar without special permission of the Dean of Students.

\* Subject to General Permission Blank, pg. 43

2. Temporary use of cars.  
Students, other than senior-car registrants, may have custody of another's car, but not that of a Sweet Briar student, under the following circumstances:
  - a. That the purpose be for a designated trip beyond the Amherst-Lynchburg area.
  - b. That permission be obtained *in advance* from the office of Dean of Students and the car registered in that office. (If a student is in Charlottesville or Lexington and wants permission to bring a car to Sweet Briar, she should call the Resident-Counselor-on-Duty and register the car in the office of the Dean of Students when the office is open.)
  - c. That there be at least one other passenger with a student driver.
  - d. That the trip occur between 7 a.m. and the dark hour as posted on Gray bulletin board.
  - e. That the car, while on campus, be parked at the parking lot by the Date House.
3. *It is understood that*
  - a. In order to operate an automobile, the student must be a licensed driver.
  - b. These regulations do *not* authorize a student to hire an automobile to operate herself.
  - c. Due precaution will be given to the number of passengers in the automobile and to the observance of all traffic regulations.
4. Students may not ask to borrow an automobile owned by a faculty or staff member. They may drive such a car only when asked to do so for the convenience of the owner.
- D. A student may motor within a 100 mile radius of the college. After dark she is urged to use the main highways.
- E. After dark students may be off the main highways for the purpose of picnics in groups of not smaller than four. Exception: Students may not, at any time, use the two fields directly behind Sweet Briar Station.
- F. Information
  1. By request of the Commonwealth of Virginia: "Amherst Wayside, Route 60, East of Amherst, is closed to the public at 10:00 p.m. Trespassers will be prosecuted.
  2. Sweet Briar Station closes at 5:00 p.m.
  3. The Lynchburg-Amherst area is the area which extends 15 miles north, south, east, or west of Lynchburg, Amherst, and Sweet Briar.

# GENERAL INFORMATION

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**GENERAL COLLEGE RULES AND INFORMATION****I. General Permission Blank**

- A. Students must have parental permission for the following:
1. To motor with men off campus.
  2. To motor with men between Charlottesville, Va., and Sweet Briar or Lexington, Va., and Sweet Briar, distances of approximately fifty miles over mountainous roads, between 8:00 p. m. and midnight.
  3. To motor off campus in an automobile operated by another Sweet Briar student.
  4. To operate an automobile owned by another, with or without the owner present.
    - a. For general use
    - b. In cases of emergency
  5. To motor to distant points when on week-end absences or when leaving campus for a college vacation.
  6. To use commercial airlines.
  7. To visit men's colleges.
  8. To stay overnight at a rooming house.
  9. To stay at a hotel without a chaperon.
- B. These permissions will be required for each separate occasion unless a general permission is filed in the office of the Dean of Students covering, for an individual student, the situations mentioned above.

**II. Required Meetings**

The presiding officer has the right to call roll at any time. A set penalty will be imposed by the Judicial Board for any unexcused absence. Students are expected to attend:

- a. Convocations
- b. Student Government Meetings
- c. House Meetings
- d. Class Meetings

If a student is unable to attend a Convocation, she must see the Dean. If unable to attend a Student Government Meeting or a House Meeting, she must notify her House President before the meeting. If unable to attend a Class Meeting, she must notify her Class President.

### III. House Regulations

#### A. *Quiet*

1. STUDENTS SHOULD BE REASONABLY QUIET AT ALL TIMES IN THE DORMITORIES OUT OF CONSIDERATION FOR OTHERS. PARTICULAR EMPHASIS SHALL BE GIVEN TO MAINTAINING QUIET
  - a. in the dormitories on weekdays and Sundays from 7:30 p.m. to 7:15 a.m.; on Saturdays from closing hour to 10:00 a.m. Sunday. During class hours there shall be quiet in the dormitories in order that students may be able to study in their rooms.
  - b. within hearing distance of Manson Hall during chapel services and all performances given in Manson Hall.
2. Any student, as a member of the Association, shall have the right and shall be under obligation to protest against an unwarranted disturbance in the dormitories. In case of persistent disregard of the rights and comfort of others, she shall be expected to give the student or students creating disturbance a noise warning (s) in accordance with the system established in her dormitory.

#### B. *Visiting the dormitories.*

1. Overnight on Campus:

If staying overnight in any place on campus other than her own room (including the infirmary), a student must sign out in the Housebook giving full information.
2. Outside Visitors in the Dormitories.

Every overnight guest in the dormitories must be registered by her hostess with the Resident Counselor of the dormitory prior to the arrival of the guest.

  - a. No guests may stay in the dormitories more than two consecutive nights.
  - b. All guests must abide by the dormitory and campus regulations, as administered by the Student Government Association. It will be the responsibility of the student hostess to advise her guest of these regulations.
3. If a student wishes to take her father or her brother to her room, she should see that other girls on the hall are notified.

#### IV. Dress Regulations

IT IS EXPECTED THAT EACH STUDENT WILL MAINTAIN A NEAT AND FITTING APPEARANCE BOTH ON AND OFF THE CAMPUS.

A. Skirts *must* be worn:

1. To all academic appointments and in Fletcher, Babcock and Benedict during class and office hours.
2. To all meals  
(Exception: Riding clothes are allowed at academic appointments and at breakfast and lunch.)
3. In the Emily Bowen Room.
4. In the Browsing Room.
5. In all parlors.
6. In the Briar Patch Inn and in Amherst.

B. Informal attire:

1. Bermuda length shorts, slacks, and kilts may be worn to Saturday's breakfast, and on campus except during the times and in the places cited in A. (Exception: skirts must be worn to Saturday's breakfast on Founder's Day and on Parents' Weekend.)
2. Blue-jeans and "Happy Jims" may not be worn unless covered by a coat.

C. Heels and stockings *must be* worn

1. To all evening lectures, concerts and plays.
2. To the Sunday noon meal.
3. In Lynchburg during the day, unless in extreme cases of rain or snow.
4. In restaurants in the Lynchburg area.

D. If hair is rolled up, pincurls and rollers must be completely covered by a scarf. Scarves are not allowed at academic appointments or at meals.

E. A college is judged by the appearance and conduct of its students wherever they may be. When using public transportation students should be particularly aware of this.

#### V. Campus Regulations

A. For safety reasons students and their guests are asked not to walk after dark in unlighted areas of the campus or on the main campus

road from the highway, with the exception that one couple may walk on the main highway to the Briar Patch Inn.

**B. *Campus Limits.***

Campus limits are defined as: the college gate on the highway, the monument, the college boundary on Elijah's Road, the road to the monument above the dairy, the lake, and the A. A. Cabin via the direct route.

See map of campus, inside back cover.

1. Students may not walk alone outside of campus limits except to the railroad station, and that only during the daylight hours.
2. All students may use the outing cabin, but only in accordance with the rules of the Athletic Association. (See page 73.)
3. After dark groups of four or more may use the boathouse in a registered party, the outdoor fireplace at the lake and the picnic grounds, returning to campus by the closing hour or the termination of a late permission.

**C. *Bicycles***

1. All bicycles must be registered in the Office of the Dean of Students.
2. **Parking:**
  - a. At no time should a bicycle be parked on any portion of the campus roads or walkways.
  - b. Students will be expected to park their bicycles in racks provided in designated areas.

**D. *Taxis:***

For hired transportation beyond Amherst and Lynchburg, students are advised to consult with the Dean of Students before hiring a car from any taxi agency other than the regular college taxi service.

**DORMITORIES:** The Supervisor of Halls of Residence is Mrs. Eicher of 103 Gray Hall.

*Animals:* Animals may not be brought into the dormitories by students nor kept there as pets. There is a fine of five dollars for anyone not abiding by this.

*Attics:* Students are not permitted to go to the attics. If a suitcase or hatbox from the attic is desired, the request must be left in writing, *before noon of the day* the luggage is needed. The request may be left with the maid on the floor or with the janitor of the building.

*Bed Making:* Students are asked to make their beds by 10 a.m. daily.

*Decorating Rooms—Regulations:*

1. No nails or thumb tacks, screws, or pins are to be driven into the walls, wood work, or furniture. No scotch tape, stickers, or any kind of tape of any description is to be used on walls, furniture or other painted surfaces.
2. Pictures, mirrors, wall shelves, pin-up boards, or pennants must be hung from the molding with the use of picture hooks and wire, which material will be furnished by the college. The college carpenter will hang these for students when he meets his schedule in the dormitories.
3. Curtain rods and towel racks are college property and are supplied as permanent fixtures of your room. Necessary adjustments will be made by the carpenters if requested.
4. Pin-up lamps will not be permitted. The one and only exception: by double decker beds provided such lamps are put up by the college carpenter.
5. ANY VIOLATION OF THE ABOVE DECORATING RULES OR ANY DAMAGE, BEYOND NORMAL WEAR AND TEAR, WILL BE SUBJECT TO A MINIMUM FINE OF FIVE DOLLARS OR MORE IF THE COST OF REPAIR EXCEEDS THIS AMOUNT.

*Electrical Appliances:* No electrical appliances except radios, record players, hair dryers, and heating pads, may be used in student rooms. Hot plates, percolators, popcorn poppers, irons, water heating coils, or other such appliances must be used in the kitchenettes, laundries, or in the halls where a special outlet is provided. The use of these appliances in a student room is a violation and subject to confiscation and/or a minimum fine of \$5.00. Each room may have a total of three hundred watts.

*Food Storage:* Food not stored in kitchenette-refrigerators should be kept in tin boxes or in screw-top jars. The dormitories are under Pest Control and this requirement is the advice of the company servicing the college buildings.

*Furniture:* Students' rooms are furnished with beds, chiffoniers, desks, bookcases, chairs, and a pillow if desired. No furniture shall be moved from room to room without special permission from Mrs. Eicher. Each student should provide herself with her own towels, sheets, pillow-cases, blankets, and mattress.

pad. Couch covers, curtains, desk lamps, easy chairs, etc., are usually obtained from the Lynchburg stores.

No girls may put E-Z-Do's or other cabinets in the dormitory corridors except by special permission from Mrs. Eicher.

*Mattress Pad:* A mattress pad will be required of every student; the pad is to be used from the beginning of the year. A fine of five dollars will be imposed for any offender or the cost of recovering the mattress if damaged.

*Rugs:* On a trial basis for 1963-64 only, rugs of any size will be permitted in student rooms with the understanding that no help from the college personnel may be expected in moving them or in putting them down or in taking them up. During the times of thorough cleaning, at Christmas and Spring vacations, the rugs must be taken up by the owners as they cannot be cleaned by the janitors or maids. Oversized rugs may not be stored at the college over the summer. The services of a dry cleaner should be enlisted for summer cleaning and storage and all rugs will have to be called for by the cleaner on a designated day after the close of college. The rugs likewise will be returned to the students' rooms on a designated day in September if the privilege has gone well and the College decides to continue it. The College will not accept the responsibility for any rug left here over the summer not properly tagged with the cleaner's name and with the student's name and room number.

*Summer Storage—Regulations:*

THE COLLEGE ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS OF ARTICLES LEFT IN STUDENT ROOMS OR FOR STORAGE MOVING.

Property without shipping instructions attached left for one year in a college house by a student after her final departure from college, either through withdrawal or graduation, will be disposed of by the College. *As college storage space is very limited, there will be a charge made for articles left longer than 3 months after the departure of the student.*

Take home as many possessions as possible—college space is limited—and dispose of all unwanted possessions before the final rush.

1. Oversized Furniture: As it is difficult for the College to store or handle cumbersome furniture you are asked to take or send home

in June any heavy and large pieces, chaise-lounge, bulky chair, couch.

2. Summer Storage: Each student will be expected to attach a tag to every article she wishes to have stored. She must take all articles she can to the designated room for storage on the same floor of the building, if possible, or to the building in which she will live during the next year. *Please do not ask the maids to do this for you.*
3. Trunks: Trunks and furniture too heavy to be moved by the students will be handled by the janitors—if properly tagged.
4. Boxes: Uniform size storage boxes will be used by students for packing. These boxes will be available by request at the Service Room of the Information Office, and the charge will be 50¢ each. String may be purchased at the Book Shop.
5. Packing: Each article must be securely packed with no loose attachments. All items such as pillows, bed and table lamps, linens, and books must be packed in a box, tied securely, and tagged as directed above. In all cases the stub should be kept by the student as a receipt and for identification in claiming her storage in the fall. The tags may be obtained from the Information Office without charge.

Chair cushions must be firmly tied to the chair. No other articles may be packed in a chair.

Cartons will not be accepted for moving unless they are *securely* tied. The College will not be responsible for articles left to be expressed home that are not packed and addressed according to Railway Express regulations.

6. Rugs and Blankets: As the College has no moth-proof store-rooms, you are advised to send rugs and blankets home or to a laundry or dry cleaner for cleaning and storage.
7. Unmarked Articles: ALL UNMARKED STORAGE WILL BE TAKEN TO THE STORAGE BUILDING WHERE IT MAY BE REDEEMED ONLY BETWEEN THE HOURS OF 3 AND 4:30 P. M. THE FIRST WEEK OF COLLEGE. A \$5 FEE WILL BE CHARGED FOR EACH UNMARKED ARTICLE.
8. Sending Student Property During Summer Vacation: If requests to send belongings to students are received after the close of the College in June, we will prepare for shipment and send

to the owner, *express collect*, during the months of June and September only. *Under no circumstances will packages be sent during the months of July and August.*

IT IS HOPED YOU WILL CLEAR YOUR ROOMS OF RUBBISH AND LEAVE THEM IN ORDER AS YOU FOUND THEM ON YOUR ARRIVAL IN SEPTEMBER.

*Trunk Storage:* Trunks will not be stored in the dormitories except for some that will be stored in Dew and Meta Glass. STUDENTS ARE ASKED NOT TO LEAVE ANYTHING IN THEIR TRUNKS THAT MAY BE NEEDED DURING THE YEAR FOR NO STUDENT WILL HAVE ACCESS TO HER TRUNK AFTER IT HAS BEEN STORED.

## **VI. Extracurricular Activities**

### **A. Student Activities Fund**

#### **Financial Management of Student Organizations**

Section 1. To cover annual dues of the various student organizations of the college, and to support various other student enterprises, a Student Activities Fund has been created. By vote of the student body this fee of \$40 is to be paid by every student in the college. Checks should be made payable to the Student Activities Fund and deposited with the Treasurer of the Student Government Association by October 5.

Section 2. All organizations handling amounts of money shall maintain organization accounts in one of the local banks.

Section 3. Organization accounts shall be kept in books approved by the Finance Committee.

Section 4. Accounts of all organizations receiving money from the Student Activities Fund and those which handle considerable amounts of money shall be audited at least three times a year by the Assistant Treasurer of the College, at the scheduled time agreed upon by the Treasurer of Student Government and the Assistant Treasurer of the College. These organizations shall file with the Assistant Treasurer of the College an annual report of the financial transactions at the end of the fiscal year, April 30.

### **B. Supervision**

1. An activity will be defined as any organized function which will consume time and energy outside a student's academic pursuits and preparation. All activities shall be supervised by the Vice-President of the Student Government Association, who shall consult regularly with the Dean's Staff and the College Physician.

2. Extracurricular activities shall be checked after the first six weeks of each semester and after mid-year examinations. Each student carrying several extracurricular activities who receives a warning or is otherwise deficient in her work shall be advised or compelled to limit her activities as the Chairman and the Dean's staff and College Physician see fit.

3. Students shall list their activities at the beginning of each term—the first being from the opening of college in the fall to the beginning of Christmas vacation, the second being from Christmas vacation to spring vacation, the third being from spring vacation until the close of college.

### **C. Eligibility**

1. The following regulations shall govern eligibility for student offices:

- a. Academic qualifications are defined by the Dean. Health qualifications are determined by the College Physician.
- b. A student who is deficient in her academic work or who is not in good health is ineligible for any office.
- c. Information on academic eligibility for the various student offices is available in the office of the Student Government Association and in the Office of the Dean, and shall be posted at the time of nominations.

2. No member of the Executive Council, the Judicial Board, president or treasurer of any organization, or member of the YWCA Cabinet may hold any other office. No member of the Executive Council or the Judicial Board may serve on Orientation.

3. The above regulations assume that a student has her class standing, a credit ratio of 1.1 or better for the preceding semester and that the maximum number of hours she is carrying is seventeen (17).

4. For any variation from 1, 2, 3 special permission must be obtained from the Vice-President of the Student Government Association, from the Dean's Staff, and the College Physician.

### **D. Nominations**

Nominations for officers and names of candidates for membership in all clubs and organizations must be submitted to the Vice-President of the Student Government Association, the Dean's Staff, and the College Physician for approval before the election takes place.

### **E. Hazing Regulations**

1. Hazing of any kind is expressly forbidden.
2. No fancy dress nor initiation costumes may be worn to the library or to any academic appointment.

### **F. Secret Organizations**

All secret organizations are forbidden by order of the Board of Overseers of the College.

### **G. Self-Help**

No student may engage in more than three (3) self-help activities.

## **VII. Academic Rulings**

*All students are expected to be familiar with the academic regulations and procedures given in this section which is taken from the Handbook of Faculty Rulings. Other rulings will be found in the college catalog. Ignorance of the regulations will not be an acceptable excuse for failure to comply with them.*

### **I. Registration**

1. All students complete their registration at the opening of the academic year by the time designated in the schedule for the opening week.

Registration at the opening of the year consists of (1) signing a return card upon arrival; (2) paying the college fees; (3) enrolling

for classes (new students and those returning after at least a semester of absence).

2. All students are expected to be present at the Convocation at the opening of the academic year. Rooms will not be held for students beyond the hour set for Convocation, unless satisfactory excuse has been presented to the Dean by letter or telegram before that time.

3. a.) Registration of returning students is scheduled in the spring of the year, at a time designated by the Recorder. After the scheduled registration time, changes of program may be arranged until May 15 through a revised schedule card, with the approval of the adviser or major professor. Thereafter a special request must be made to the Office of the Dean, accompanied by a fee of \$10. The Dean is empowered to waive the fee if the change is necessitated by circumstances beyond the student's control. No changes will be permitted between September 1 and the beginning of classes, and only in exceptional cases thereafter.

b) Students returning after a term of absence, and students entering with advanced standing register for classes during the Opening Week at the scheduled time.

c) Freshmen must submit their choice of courses to the Assistant Dean by August 1. During the Opening Week changes may be made on the basis of placement tests and achievement examinations, and for other acceptable reasons, with the approval of the Assistant Dean or one of her aides.

4. For changes of schedule requested after the Opening Week:

a. Upper-class students must obtain, on the request form available in the Office of the Dean, written approval of the faculty adviser, the instructors concerned, and the Dean or Assistant Dean. The change is not valid until the completed form is presented to the Recorder.

b. Freshmen must obtain the signed approval of the Assistant Dean or her assistant, and of the instructors concerned.

5. Only in exceptional cases will a student be permitted to enter a course after the beginning of classes, and no such change may be made after the first two weeks of classes. The Dean has the power to modify the operation of this rule when the case of any student is, in her opinion, exceptional.

6. To drop a course the procedure to be followed is the same as for the addition of a course. No student will be permitted to drop any course later than four weeks from the beginning of classes, with

the exception that for first semester freshmen the final date shall be eight weeks. The Dean is empowered by the Executive Committee to grant exceptions to this ruling if it is recommended by the College Physician for reasons of health.

7. a.) A student may register for a course with stated prerequisites only if she has met the requirements indicated. Prerequisites may be waived in the case of individual students with the consent of the Dean and the approval of the head of the department and the instructor concerned. This authority is delegated by the Executive Committee.

c) Permission to audit a course must be obtained from the instructor and approved by the Adviser and the Dean (on a request blank provided by the Dean's Office).

8. A student must obtain special permission from her faculty adviser and the Dean, and the approval of the College Physician, in order to carry more than seventeen hours of academic work, more than six different courses, or an extracurricular course. The schedule of academic work must include courses being audited.

9. A student may not carry less than twelve credit hours of academic work unless she is taking non-credit courses in music or art, in which case she must carry at least nine credit hours. The Dean is empowered by the Executive Committee to grant exceptions to this ruling, with the approval of the adviser, and if the reason is one of health, with the recommendation of the College Physician.

## **II. Graduation Requirements and Class Standing**

1. In order to be eligible for a Sweet Briar degree, a student must have had a minimum residence of two academic years, one of which must be the final year.

2. To be eligible for graduation a student must complete a minimum of 120 semester hours of credit in addition to the physical education requirement.

3. Every student must have for graduation a minimum of 120 quality points and a credit ratio of at least 1 for her entire course. Quality points and the credit ratio are computed as follows: each semester hour graded A counts 3 quality points; B, 2; C+, 1.5; C, 1; D, 0; F, -1. The credit ratio is the ratio of the total number of quality points to the total number of hours taken. These hours include courses which are reported incomplete, conditioned and failed. Hours of physical education are not included in computing the credit ratio. A credit ratio of 1 is equivalent to a C average.

4. Credit accepted on transfer or for summer school work does not affect the credit ratio at Sweet Briar.

5. A student transferring from another college or offering summer school work for credit is required to make for graduation a credit ratio of 1 upon the work pursued at Sweet Briar.

6. (a) Every student is required to have for graduation a major rating of at least 1. The major rating is defined as the credit ratio for all courses taken in the major subject exclusive of prerequisites.

The major rating in an interdepartmental major is defined as a credit ratio of at least 1 on the thirty-six hours presented by the individual student to fulfill the major requirement.

A student reading for honors must also have a major rating of at least 1 in order to graduate.

(b) Each student must pass a comprehensive examination as part of her major requirement. This examination is to be taken in the final semester of work for the degree. There are three possible ratings—unsatisfactory, satisfactory and distinction, and these are not computed in the major rating. All grades for comprehensive examinations shall be sent to the Recorder's office, which shall notify the student whether she has passed or failed the examination.

7. A student shall be reported by the Dean to the Executive Committee at the end of the first semester of her senior year if her graduation seems doubtful.

8. For senior standing a student must have passed 88 semester hours of work, with 88 quality points and a cumulative credit ratio of 1, and must have met the requirements in Physical Education and in a foreign language.

9. For junior standing the requirements are: in the first semester 55 semester hours and 55 quality points; in the second semester 72 semester hours and 72 quality points.

10. For sophomore standing the requirements are: in the first semester 28 semester hours and 28 quality points; in the second semester 42 semester hours and 42 quality points.

11. A student who includes credits accepted on transfer or taken in summer school as part of the hours required for class standing must have a credit ratio of 1 on the work taken at Sweet Briar to obtain her class standing.

12. A student who is notably weak in her work will be put on probation, and if her work does not improve may be requested to withdraw from college. Every student on probation will be notified by the Dean, and reported to the faculty.

13. (a) A freshman whose work is wholly unsatisfactory in the first semester, or who has not achieved satisfactory work by the end of the year, will be ineligible to return to college.

(b) In all other cases any student who has not achieved satisfactory work after two consecutive semesters of probation, or after any three semesters of probation, will be ineligible to return to college. The Committee on Student Eligibility is impowered to modify the operation of this ruling in exceptional cases.

14. (a) A student who after eight semesters of work fails to meet the credit ratio or the major rating required for graduation, or who in the final year of this time has failed a course, may be permitted to return to college for one semester in the year following. She is expected to carry a normal schedule of work and must have a credit ratio of 1 for her entire course, and a major rating of 1 in order to obtain her degree.

(b) If a student fails the comprehensive examination in her major, she is eligible for only one re-examination, which may not be taken before the following September. She must pass the comprehensive examination within the academic year after first taking it, in order to obtain her degree.

15. The student is herself responsible for fulfilling the requirements for graduation.

### **III. Advanced Standing and Summer Work**

1. Application for advanced credit at Sweet Briar, on the basis of work pursued elsewhere, must be made to the Dean, as chairman of the Committee on Advanced Standing. The Committee is empowered to approve transfer credit in accordance with policies approved by the Faculty.

2. Students wishing credit at Sweet Briar for summer school work should receive in advance, on cards provided by the Dean, written approval of the head of the department concerned and of the Dean. Only in exceptional cases will credit be otherwise granted.

3. No transfer credit will be granted for work in which a grade below C has been obtained, whether taken in summer school or offered for advanced standing from another institution.

### **IV. Examinations and Grades**

1. All tests and examinations are given under the Honor System. The student's signature to any written work is regarded as a guarantee of honest work.

2. (a) General examinations are held twice a year. One or two days before each examination period are reserved for independent study and review. No assignments may be made for those days or for the free days within the examination period, with the following exceptions: (1) a student may make up work with faculty assistance at the student's request; (2) the ruling does not apply to examinations under the Honors Plan of Study.

(b) Senior comprehensive examinations are held in regular class rooms from 1:30 to 4:30 p. m. on two successive afternoons in May, the dates to be determined each year. Departments which give examinations of more than four hours and prefer to have them in one day, may extend the examination into the evening.

3. Any change in the scheduled hour of an examination must be made through the office of the Recorder.

4. Examinations must be terminated promptly at the end of the designated time.

5. An examination is given in each course at the end of each semester unless the department concerned decides upon some other means of testing.

6. (a) In courses which are indicated in the catalog by semester numbers which are connected with a hyphen, grades are recorded in the Recorder's Office both at mid-year and at the close of the year, but the latter represents the permanent grade for the course, unless a grade of F was given at mid-year. In that case the department concerned will judge whether the work of the first semester must be repeated and whether, if a passing grade is received during the second semester, that grade may be given to cover the entire year. If a student receives a grade of F at the end of the year, after having passed the work of the first semester, in reporting the grade the instructor should indicate whether both semesters or only the second semester must be repeated before a final grade may be given in the course.

(b) In courses which have the semester numbers separated by a comma, the grade shall be recorded by semesters.

7. In courses extending throughout the year which are numbered above 100, the final examination may, at the option of the instructor, be a three-hour examination, in order to include questions bearing upon the work of the first semester in its relation to the work of the second semester.

12. If a student is unable to take an examination or an hour test at the scheduled time because of illness, she shall report im-

mediately to the Infirmary. The College Physician, in consultation with the instructor concerned, shall determine the time and place for a deferred examination or test. If a student is absent from a course examination for other reasons she must forfeit the credit for the course unless she presents for such absence an explanation satisfactory to the instructor and the Dean. An absence from an hour test without an excuse satisfactory to the instructor and the Dean will result in an F for the test.

14. Grades are to be assigned with the following meaning: *A* indicates excellent work; *B*, very good; *C+*, good; *C*, fair; *D*, poor but passing; *F*, a failure. Grades above *D* are called credit grades.

"Condition" indicates that in the judgment of the instructor, a student should be given an opportunity to present further evidence of her proficiency before receiving a final grade for a course because (a) after doing satisfactory work she has failed a final long paper or examination; or (b) her work, while not clearly indicating failure, is not of passing quality, yet a repetition of the course is not educationally desirable.

"Incomplete" indicates that a substantial piece of required work in a course has not been completed because of circumstances which merit an extension of time.

15. (a) "Failure" in a required course shall be removed by repeating the course in class within a year from the time incurred. Whenever a student fails to meet this requirement her case will be referred by the Dean to the Executive Committee.

(b) "Condition" incurred at the end of the first semester shall be removed before the Spring Vacation—unless a later date is designated by the instructor with the approval of the Dean and reported to the Recorder.

"Condition" incurred at the end of the second semester shall be removed within two weeks of the beginning of the following semester—unless a later date is designated by the instructor with the approval of the Dean and reported to the Recorder.

(c) "Incomplete" shall be removed within two weeks of the beginning of the following semester—unless a later date is designated by the instructor with the approval of the Dean and reported to the Recorder.

16. (a) If a student fails an elective course, she may either repeat the course or substitute for it some other course. She is to be guided

in her decision by the recommendation of the instructor, the counsel of her adviser and the approval of the Dean.

(b) A failure in a required course must be removed by repeating the course in class. This may be done at Sweet Briar or at another institution, subject to the approval of the Dean and the head of the department concerned.

If a student has twice failed a required course, the question as to whether she shall be permitted to remain in college shall be presented to the Committee on Student Eligibility.

(c) A failure in a course in physical education must be made up by repeating the course at Sweet Briar, unless the Department of Health and Physical Education prescribes some other method.

17. "Condition" may be removed (a) by passing a re-examination, or (b) by completing such work as will reveal the student's knowledge of the course, or (c) by repeating the course, if the student elects to do so. If the condition is to be removed by method (a) or (b) the instructor, in consultation with the Dean, shall determine:

- (1) the method by which the conditioned grade shall be removed
- (2) the date of the re-examination if method (a) is advised, or
- (3) the work required, and the date of completion, if method (b) is followed.

When the student meets the requirement, the definitive grade shall be recorded. When the student fails to meet the requirement within the specified time, the grade of *F* shall be recorded.

When a student receives a "condition" on the first semester's work in a course which continues throughout the year, the department concerned determines whether the student shall have an opportunity to remove the "condition" within the specified period, or whether the student's grade at the end of the second semester shall be the final grade for the year-course, without special re-examination or completion of additional work on the work of the first semester.

A student who is ineligible to return to Sweet Briar and who has a "condition" shall be given an opportunity to remove the "condition" only by examination. She shall take the examination at the time indicated by the Faculty Rulings and her instructor, and shall take it here at this college.

"Incomplete" may be removed by completing the incomplete work

of the course. When the student meets this requirement, the definitive grade shall be recorded. When the student fails to meet this requirement, within the specified time, the grade of *F* shall be recorded.

18. A student who receives notice of *failure, condition, or incomplete* should communicate promptly with the instructor concerned. In the case of a condition, if the student chooses to remove it by repeating the course, she should at that time notify the instructor of her decision.

20. Students who have met the degree requirement in a foreign language by passing an achievement examination shall be reported to the Recorder by the department concerned.

21. All examinations on summer reading must be given within two weeks of the opening of college in September.

## **V. Absences from Academic Appointments**

2. If an instructor fails to meet his class without previous notice, the students shall remain in the classroom for ten minutes after the second bell has rung.

3. A student is expected to attend her classes regularly and to keep her other academic appointments. Responsibility for attendance rests with the student.

4. If at any time a student's work is unsatisfactory, the instructor may notify her faculty adviser.

5. All work missed shall be made up promptly, and in advance of the absence if it can be anticipated. Students must take full responsibility for making up work without the assistance of the instructor when the absence is an unexcused one. Students may, with the permission of the instructor, change from section to section in order to make up work. They may not do so in order to remove records of absence, nor to leave college early before a vacation or recess, or to return late therefrom.

6. Students must attend all scheduled classes and meet all academic appointments which fall on the two days preceding and the two days following a vacation or recess. An unexcused absence on these days

will be regarded as a serious breach of the academic regulations. For any absence not excused in advance, a student must present an explanation in writing to the dean within two days of her return to college. If she fails to do so, or if the explanation is unsatisfactory, an appropriate penalty shall be imposed by the Dean.

The return to campus after vacations and recesses is subject to the following regulations:

(a) *A student may not schedule an arrival by train, bus, car, or plane between closing hour and 6:00 a. m.*

(b) All excuses for absence from college after a vacation must be presented to the Dean by letter or telegram before the hour set for return to college. A late return will be excused only if a physician advises it or if due to some serious family condition. In case of illness, the student must present a physician's certificate and report to the college physician immediately on her return. In the second case she must present a letter of full explanation from her parent or guardian.

7. A student who is absent more than four weeks may re-enter classes only with the permission of the Dean, and only in exceptional cases will be permitted to carry a full schedule of courses.

### **VIII. Academic Advisers**

1. The Assistant Dean and her assistant, aided at registration times by a small committee of faculty members, will counsel all freshmen.

2. For the academic year 1963-64, second year students will have special advisers until they meet with their major professors in the spring. The Assistant Dean will continue to be their general adviser.

3. After a student has chosen her major field in the spring of the sophomore year, her work will be directed by her major professor.

### **XI. Miscellaneous**

5. A student in any department found to be deficient in English may be referred to the Department of English for special work in composition.

## The College Calendar

The College Calendar is under the supervision of the Assistant Dean whose approval of each college or college-related event is requested on a Calendar Notice Blank (green sheet) presented directly to the Assistant Dean or her secretary. An important event, the plans for which are incomplete, may be tentatively listed by the Assistant Dean until a completed Calendar Notice Blank can be presented and approved. If an event includes a visiting speaker and/or requires food and preparation of the place of meeting, approval request blanks obtained with the Calendar Notice Blank must be filed in the indicated offices.

The Calendar Notice Blank is obtained from the Assistant Dean's secretary in whose office is a daily-corrected Wall Calendar of all approved events. Reading this calendar can prevent requesting approval of a conflicting event or can indicate the person to contact concerning possible arrangements which will resolve a conflict. *No event* may be scheduled during the Chapel period (Noon Tuesday and Friday) and no evening event conflicting with Choir Rehearsals may be scheduled until 8:30 p.m. Tuesday and Thursday.

The weekly mimeographed calendar is posted each Friday morning. All events listed on this calendar must be approved by the preceding Wednesday. All events which do not need to be listed must be approved at least 24 hours prior to the event.

**Dean's Staff**

DEAN (6 Fletcher)—BY APPOINTMENT

1. Academic counselor for junior and senior classes.
2. Admission with advanced standing.
3. All summer school work.
4. Withdrawal from college, readmission after withdrawal.
5. Scholarships.
6. Loan fund.

ASSISTANT DEAN

Office Hours in Dean's Office, 6 Fletcher:

Monday: By Appointment.

Tuesday-Friday: 10:00 a.m. to 12:30 p.m.  
2:00 p.m. to 4:30 p.m.

1. Academic counselor for freshmen and sophomores.
2. Academic eligibility for extracurricular activities.
3. Adviser to foreign students.
4. In charge of College Calendar.

DEAN OF STUDENTS

Office Hours, Dew Dormitory:

Monday, Wednesday, Thursday, Friday and Saturday  
9:00 a. m. to 12:15 p. m.

Monday, Wednesday, Thursday and Friday  
2:00 p. m. to 4:30 p. m.

1. All matters pertaining to social affairs.
2. Self-employment.
3. Rooming arrangements.
4. All matters pertaining to extracurricular activities, except academic eligibility for such activities.

Hours for signing overnight permission slips; Dew Office:

Wednesday .....	2:00 p.m. to 4:30 p.m.
Thursday .....	9:00 a.m. to 12:30 p.m.
	2:00 p.m. to 4:30 p.m.

*At no other times except for late invitations and in cases of emergency.*

#### DIRECTOR OF VOCATIONAL GUIDANCE

Office Hours, Office of Vocational Guidance:

Tuesday, Wednesday and Thursday:	9:00 a.m. to 12:30 p.m.
	1:30 p.m. to 4:30 p.m.

#### RESIDENT COUNSELORS

A member of the faculty or staff serves as Resident Counselor for each dormitory. The Resident Counselor represents the Dean of Students in the dormitory and stands ready to cooperate with the House President and other officials of the Student Government Association in the encouragement of congenial dormitory living. Early in the year she becomes personally acquainted with each girl in her dormitory and endeavors to help old and new students to become acquainted with each other. She is ready at all times to give counsel on any personal, social or academic problem about which a student wishes to consult her.

THERE WILL BE A RESIDENT COUNSELOR ON DUTY EACH NIGHT IN THE WEEK AND OVER THE WEEKENDS TO GRANT OVERNIGHT AND SPECIAL PERMISSIONS, HANDLE EMERGENCIES, TAKE TELEPHONE CALLS AND RECEIVE TELEGRAMS THAT WOULD OTHERWISE GO TO THE DEAN OF STUDENTS. When calling or wiring the college during week nights and over weekends, students should place calls or send telegrams to the *Resident-Counselor-on-Duty*. The telephone operator in the Information Office at Sweet Briar will know the name of the person who is serving as *Resident-Counselor-on-Duty*. The call, therefore, should be placed person-to-person, *Resident-Counselor-on-Duty* at 381-5100.

Besides the Resident Counselors, others who are especially prepared to help students are the Dean of Students, the Dean and the Assistant Dean, the College Physician and the Consulting Psychiatrist, the Chaplain, the faculty advisers and the faculty sponsors of each class.

## THE MARY HELEN COCHRAN LIBRARY

No attempt is made here to give you a detailed introduction to the use of the library. However, you should find the brief description of the book collection and the summary of the regulations and privileges helpful during your first weeks.

One of the chief functions of the library staff is to help students find library material. You should never leave the library without locating the book or piece of information for which you came. The library assistant whom you will find at the desk will help you search if you are having difficulties.

Hours during vacations and holidays will be posted. The Reserve Rooms and the Study Gallery may be used for study until 1:00 a.m.

### General Conduct

Quiet in the library must be maintained at all times.

The person who signs the book cards is responsible for the safe and prompt return of all books issued to her.

Stack books and New Shelf books may be borrowed for 14 days and may be renewed. Reserve books and some reference books may be borrowed for overnight use only. Browsing Room books, periodicals, and most reference books do not circulate.

A student taking books from any area without signing for them at the Desk will be considered to be disregarding library regulations and she will be liable to Student Government discipline.

Information in regard to fines for late returns and charges for lost books will be provided each new student during her library tour.

Failure to pay fines makes a student liable to having library privileges suspended. This means that a student may not use the library in any way whatsoever until the fine is paid.

Books and periodicals are college property. Care should be taken at all times to handle them with respect. Many of the works that you will be using are out-of-print and therefore difficult and expensive to replace. **Never mark or underline a library book.** Snow and rain are also injurious; be sure to protect library books in returning or taking them out during bad weather.

Personal belongings, books, notes, etc., must not be kept in the library. The cloakroom is reserved for this purpose.

Ink must not be used at the catalogue, or when using reference books, or in the Browsing Room. Ink bottles must be kept in the cloakroom.

After reading the above you will have a fair understanding of the use of the library. Do not fail to ask the library assistants for any help you may need.

### **Book Collection**

The Mary Helen Cochran Library has in its collection approximately 108,000 volumes. The majority of these are shelved in the book stacks, but a certain number are shelved in other parts of the library.

**THE BOOK STACKS.** There are two floors of book stacks in the library. In the upper stacks, all books and periodicals with call numbers beginning with 800 (Literature) and 900 (History) are shelved. In the lower stacks are found the 000-600 books and periodicals with the exception of some minor collections.

**READING ROOM.** This is the main room and on its bookshelves are the Reference Books most frequently needed: dictionaries, encyclopedias, biographical dictionaries, indexing services, bibliographies, atlases, and the loan collection of FRESHMAN READINGS.

**RESERVE BOOK.** Reserve books for required or supplementary reading are to be found in the Reserve Rooms on the second floor and behind the Loan Desk. Reserves may be used in either of the Reserve Rooms or in the Study Gallery.

**BROWSING ROOM.** This is an attractively furnished room which is reserved for recreational reading, not for studying. It contains 1,756 volumes, old titles and new. These books must be read in the room itself and do not circulate. They are arranged by broad subjects—fiction, poetry, essays, plays, travel, etc.

**PERIODICAL ROOM.** The currently received periodicals number approximately 600. A list of these is posted on the bulletin board. The

back issues of these periodicals are bound and shelved separately in the stacks. Periodicals may not be borrowed, but must be read in the Periodical Room, or if bound, in the stacks. Daily newspapers are also kept in this room.

The Periodical Room and Browsing Room are open during lunch and dinner as well as during the regular scheduled hours.

UPPER HALL. Books belonging to the Carry Nature Sanctuary (a collection of books about nature and wildlife), photography, riding, games, dance and theatre books and periodicals, are shelved here.

MUSIC COLLECTION. Approximately 2,470 volumes of books and periodicals in the field of Music are kept in the Music Library of the Fine Arts Center, together with scores and recordings.

ART COLLECTION. 3,475 volumes of books and 438 volumes of periodicals in the field of Art are housed in the Art Library of the Fine Arts Center.

## RELIGIOUS LIFE AND SERVICES

Sweet Briar is an independent college without denominational affiliation, and the varied backgrounds of both faculty members and students enrich the religious life of the campus community. From the beginning, the college has regarded the cultivation of spiritual values as essential to true education, but the individual's participation in either the academic study of religion or the college worship services is entirely voluntary.

Sweet Briar now has a resident chaplain whose counsel and other ministries are available to all members of the college community whenever they are desired.

Until the time in the near future when the new chapel will be built, the lower floor of Manson Hall, furnished as a chapel and reserved wholly for religious use, continues to afford a worshipful setting, while the little Cabin Chapel offers still another place for quiet withdrawal for prayer and meditation.

Services are held in the Manson chapel on Sundays and on certain weekdays. Each Sunday there is an early communion service and then an eleven o'clock service with a sermon, given sometimes by the Chaplain and at other times by ministers invited from different parts of the country and from various denominations. The Y. W. C. A. provides Sunday vesper services led by students. A weekday early communion service is arranged on special days of the Christian year. For Roman Catholics, mass is celebrated on campus each Sunday morning.

Noonday services are held regularly on Tuesdays and Fridays, conducted by members of the administration and faculty, by students, or by outside speakers. Other weekday services, on evenings during Lent, are planned and usually led by students.

Further opportunities for students to carry part of the responsibility for the religious life of the college, besides participation in the Y. W. C. A. program, are found in choir membership, altar work, and membership on the joint faculty-student Church and Chapel Committee. This committee has general responsibility for the arrangement of college services and for the choice of the philanthropic objects for which the church offerings shall be used.

Besides the annual religious conference under the auspices of the Y. W. C. A., there are many occasions, at meals or elsewhere, for informal discussion of religious questions with visiting clergymen, with the Chaplain, or with other members of the faculty.

## THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF SWEET BRIAR COLLEGE

### Officers 1963-1964

<i>President</i> .....	LAURA HASKELL
<i>Vice-President</i> .....	BETSY PIDGEON
<i>Secretary</i> .....	NANCY DUNHAM
<i>Treasurer</i> .....	LIBBA HANGER

### Committee and Project Chairmen

<i>Annual Religious Conference</i> .....	MARY GREEN
<i>Worship</i> .....	ALICE VIRGINIA DODD
<i>Phyllis Wheatley Y.W.C.A.</i> .....	MARGIE FLEIGH
<i>Lynchburg Training School and Hospital</i> .....	NATALIE LEMMON
<i>Intercollegiate Discussion Group</i> .....	SUSIE STRONG
<i>Christmas Party for employees' children</i> .....	KATHY SHEAHAN
<i>Chatham and Ryan Old Folks' Homes</i> .....	JANE NELSON
<i>Watts School</i> .....	ALINE REX
<i>Coolwell School</i> .....	ABBY PATTERSON
<i>Publicity</i> .....	LEE DAUGHTRIDGE

### Purpose

The Sweet Briar Y.W.C.A. encourages all students of all faiths to join together in worship and service. They aim to fulfill the purpose of the National Y.W.C.A. "to unite in the desire to realize full and creative life through a growing knowledge of God, . . . to have a part in making this life possible for all people . . . and in this task to understand Jesus and follow him."

### Membership

Any member of the Sweet Briar student body may be a member of the Y.W.C.A. New members will be inducted in the early fall. Although the purpose of this organization is ". . . to understand Jesus and follow Him," people of all faiths are welcome.

### **The Cabinet**

The Cabinet is composed of the officers, the committee and project chairmen, two freshmen representatives, and an advisor. Cabinet meetings are held at least every other week; all members of the Association are invited to attend.

### **Committees and Projects**

In order to provide varied opportunities for service to others, the Sweet Briar Y.W.C.A. has a number of special projects. A member is expected to work on at least one project. A summary of them follows:

**Annual Religious Conference:** Each February the Y.W.C.A. invites an outstanding minister or theologian to lead the three day conference.

**Worship:** Members of the Y.W.C.A. lead dorm devotionals and Sunday evening vesper services.

**Phyllis Wheatley YWCA:** The Sweet Briar Y.W.C.A. has several meetings for projects and discussions each year with the Negro Y.W.C.A. in Lynchburg.

**Lynchburg Training School and Hospital:** Several afternoons a week Y members do volunteer work with the mental patients.

**Intercollegiate Discussion Group:** The group meets monthly with representatives from three area colleges. Subjects of intellectual interest are discussed at these informal gatherings.

**Christmas Party:** At Christmas the Y.W.C.A. gives a party for all the children of employees. The group also plans Y parties.

**Chatham and Ryan Old Folks' Homes:** The homes are visited periodically by Y members who often give cheerful singing parties.

**Watts and Coolwell Schools:** Y members teach arts, crafts, and games at these two county Negro schools. They work with school officials in planning the programs.

**Publicity:** The publicity committee notifies Y members of meetings, parties, and activities.

### **Other Features**

The Y.W.C.A. has an office located on the ground floor of Dew dormitory. It has a growing library of devotional materials and books on religious topics which may be borrowed by members for study or reference.

The advisor to the Y.W.C.A. is Miss Ethel Ramage.

**OFFICERS OF THE ATHLETIC ASSOCIATION**

<i>President</i> .....	LYNN MORGAN
<i>Secretary</i> .....	DAGI STOLL
<i>Treasurer</i> .....	CAROL ANN REIFSNYDER

**HEADS OF SPORTS**

<i>Basketball</i> .....	SUSAN SUDDUTH
<i>Cabin</i> .....	NANCY MAE MEEKIN
<i>Dance</i> .....	ALICE FALES
<i>Games</i> .....	DIANE HATCH
<i>Hockey</i> .....	CORKY STEVENSON
<i>Lacrosse</i> .....	KIT SNOW
<i>Lake</i> .....	BETSY BENOIT
<i>Riding</i> .....	LANIE HORTON
<i>Softball</i> .....	
<i>Tennis</i> .....	ALLISON JENNINGS

**THE ATHLETIC ASSOCIATION**

The great range and beauty of the Sweet Briar campus offer students the splendid opportunity to participate in a variety of sports. The purpose of all activities, whether organized or informal, is to promote good health, individual skill, fun, and relaxation through the guidance of the Athletic Association and the Department of Health and Physical Education. Every student is a member of the Association and is entitled to the use of all athletic property, such as tennis courts, hockey and lacrosse fields and the boathouse. To those who show the most widespread interest and participation, the Athletic Association Executive Committee awards Sweet Briar seals, medals, and blazers.

**Eligibility**

1. All members of the Athletic Association, if physically qualified in the judgment of the physician, may join any sport, provided they agree to the rules of the sport.

2. A student may represent that class team of which she is a member; membership is to be determined by her credits in the Recorder's office. Exceptions to this rule may be made by the Dean and the Director of Physical Education, in consultation.

3. Only members of the Association who have a credit ratio of 1 for the preceding years and who have maintained a ratio of 1.2 in the previous semester may be elected to a position on the Executive Committee of the Association.

### **ATHLETIC AWARD SYSTEM**

#### **Awards to Individuals**

There shall be three awards given; the first a seal, the second a medal, and the third a blazer. They shall be given in that order and under the following conditions.

A student who in the opinion of the Athletic Association Executive Committee has fulfilled the following requirements shall receive a seal.

- a) Is above average in two or more activities or is definitely outstanding in one activity throughout the college year.
- b) Shows qualities of sportsmanship and enthusiasm.
- c) Shows responsibility.

A student who, having received a seal, continues to fulfill the above requirements in the opinion of the Athletic Association Executive Committee, shall then receive a medal.

A blazer is the highest award of the Sweet Briar Athletic Association. It shall be awarded on the unanimous vote of the Executive Committee, and not earlier than the Spring of the Junior Year, to students who fulfill the following requirements:

- a) A student must show outstanding ability each year in at least one phase of the Athletic Association and an interested participation in other activities.
- b) A student must show qualities of leadership which assist the Athletic Association and inspire other students in their participation.
- c) A student must show unquestionable sportsmanship and loyalty at all times.

In very exceptional cases the Athletic Association may award a blazer to a student in May of her Junior Year, who has shown to a marked degree the qualifications for the blazer.

#### **Dormitory Competition**

Throughout the year, the members of the Student Body, divided according to residences, will compete for championship honors in athletics based on the final outcome of various sports events. The

name of each year's winner will be placed on the A. A. trophy which will be kept by the winning dormitory throughout the following year. This competition will be carried out through such team sports as hockey, volleyball, softball, and basketball.

## **CABIN**

There shall be a Council consisting of the Head of Cabin, the assistant Head of Cabin, Cabin leaders and a representative of the Department of Physical Education. This council shall make, interpret, and enforce the rules for hiking and for the use of the cabin, subject to the laws of the Student Government Association and the Athletic Association, punish offenders and further the interests of outing and cabin activities at Sweet Briar College. Cabin Leaders shall be formally appointed at any time during the year by the Head of Cabin, the assistant Head of Cabin and a representative of the Department of Physical Education.

### **Cabin Rules**

The Cabin is open to all Sweet Briar students and members of the faculty and staff, and may be used at any time in accordance with the terms of the Athletic Association. See the A. A. Bulletin Board for detailed rules, and the Cabin Calendar indicating "open" or "closed" Cabin.

### **Daytime Groups**

Students may use the Cabin in the daytime accompanied by a Cabin Leader.

### **Overnight Groups**

Students must be accompanied by a member of the faculty or staff or a person approved by the Dean of Students or the Department of Physical Education, and a Cabin Leader. See the regular Student Government rules for signing out. The Cabin Leader should know the signing out rules and check to see that her group has followed them correctly. Maximum number, 8; minimum, 4.

### **Girls With Dates**

Girls with dates may use the Cabin in the daytime when Open House is announced on the College Calendar; and for picnic lunches

and suppers when accompanied by a Cabin Leader and provided they return to campus before dark.

No one is to drive beyond the green gate.

No one is to smoke in the woods or in the bunk room.

### HORSEBACK RIDING

**No student may go riding until a written permission from parent or guardian is filed in the office of the Department of Physical Education.** No student may ride alone off campus. No student may jump unless approved for jumping by the Riding Council and unless a qualified person is in charge.

There shall be a Riding Council presided over by the Head of Riding and consisting of the Riding Leaders, "A" Riders, and a representative of the Department of Physical Education. It shall be their duty to make, interpret, and enforce the rules for riding, subject to the laws of the Student Government Association and the Athletic Association, to punish offenders, and to further the interests of riding at Sweet Briar.

Annual events sponsored by the Riding Council include Fall and Spring Horsemanship Classes, a Point to Point, Drag Hunting twice a week, Joint Hunts with the Bedford Hunt of Lynchburg, Spring Horse Show, and a Winter Riding Clinic, at which time Captain Vladimir Littauer is guest instructor.

All students at Sweet Briar are to be divided into the following classes:

*Jumping Leaders:* Students who are formally appointed during the college year by the Riding Council, and who may supervise students who have been approved for jumping, or jump themselves when accompanied by another person.

*Riding Leaders:* Students who are formally appointed during the college year by Riding Council, and who may take "C" riders on or off "B" Limits\*, or ride alone within the "B" Limits.

*"A" Riders:* Students who have been approved by the Riding Council and who may ride alone with "B" Limits or who, with the permission of the Instructor of Riding or the Head of Riding may take "C" riders on or off "B" Limits.

*"B" Riders:* Students who have passed a definite riding test and

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\* NOTE: "B" Limits are defined by the Riding Council in consultation with the Physical Education Department.

who may ride in groups of two without a riding leader off "B" Limits, or alone on "B" Limits. "B" Class Riders may not act as riding leaders for "C" class riders.

*"C" Riders:* All girls who have not passed the riding test, and who may not ride without a riding leader.

### SWIMMING, BOATING AND CANOEING

**No student may swim until a written permission from her parent or guardian is filed in the office of the Department of Physical Education. This permission blank is sent in the late summer to the parents.**

No student may swim unless accompanied by two authorized proctors and at specified times.

There shall be a Lake Council, formally appointed each college year, presided over by the Head of Lake, and consisting of a representative of the Department of Physical Education and the life guards appointed by the Head of Lake. It shall be their duty to make, interpret, and enforce the rules for swimming, boating, and canoeing, subject to the laws of the Student Government Association and the Athletic Association; to punish offenders, and to further the interests of swimming at Sweet Briar.

No student may use the *rowboats* until she has passed the swimming test at Sweet Briar.

No student may take out a canoe until she has passed the canoe test. No student may go on the Lake in a canoe unless she has passed the swimming test and is accompanied by one who has passed the canoe test. In order to use the canoes there must be at least two people using them at the same time.

All members of the Association and their guests may use the Boathouse in accordance with the Lake Regulations posted each year on the A. A. Bulletin Board. Failure to abide by the regulations may result in the loss of complete Boathouse privileges for the remainder of a student's undergraduate years at Sweet Briar.

By a ruling of the Board of Overseers, only members of the College Community and their house guests may use the Lake for swimming. All members of the Athletic Association who do swim at the Lake must follow the regulations of the Lake Council and the Physical Education Department.

### DANCE

There shall be one dance organization to be known as "Dance Group." Members shall be chosen by try-outs.

## ORGANIZATIONS

### Phi Beta Kappa

In 1949, the United Chapters of Phi Beta Kappa granted a chapter of the society to Sweet Briar College. Election to membership depends not only on excellent academic record but on evidence of broad cultural interests, scholarly achievement, and promise of intellectual growth.

The number of Seniors elected to Phi Beta Kappa rarely exceeds 10% of the class and may never exceed 15%. Although a limited number of Juniors may be considered for election, the election of Juniors is the exception rather than the rule.

### Tau Phi

*President*, ELIZABETH MATHESON

Tau Phi, Sweet Briar's upperclass honorary society, is composed of a limited number of juniors and seniors, who by their attitude have manifested an especial interest in furthering the ideals and traditions of Sweet Briar. Although members are chosen for many other qualities the importance of scholarship is recognized, and a credit ratio of 1.5 is usually required; but exception can be made. The purpose of Tau Phi is to stimulate interest in and to cooperate with student activity and to further the physical, spiritual and intellectual growth of the college.

The president of Tau Phi is a student member of the committee which plans lectures and concerts. At Christmas time members pack baskets for the Sweet Briar Farm. Tau Phi may at any time take on various projects to support student drives, and it frequently sponsors discussions on topics of value to the community.

### Chung Mung

*President*, TO BE ELECTED

*"around the corner at ol' Sweet Briar"*

This song is chanted by a group of sheet-clad seniors and juniors who are chosen on the basis of their sincere interest in Sweet Briar, its activities, and their fellow-students. The "ghostly thirteen" sponsor various projects throughout the year, such as a booth at the Christmas bazaar, a spring fashion show, weekly milk sales in the dorms, and a food sale. The proceeds go toward something the club feels will benefit the college.

The organization is founded on the idea that through identification with a small body, its members may better foster enthusiasm and group participation at Sweet Briar. The annual softball game held May Day morning between the Chung Mungs and the Tau Phi's is the culmination of the friendly rivalry existing between these two societies.

### **Q. V.**

Every year at Spring Step Singing, the members of Q.V. are announced. The members of this club are sophomores who have worked during the year as a group and as individuals to further class spirit. It is felt that their work will be more effective if it is done quietly.

A girl who is chosen to be a Q.V. is not taking on a new job; she is continuing her interest and work for the class. The purpose of the Club is to bring together a group who share this same interest. The Q.V.'s goal, that of spirit and unity, is an intangible and challenging one for each new group to work toward meeting.

### **Bum Chums**

*President, PHEBE HARRIS*

"Hallelujah, I'm a Bum!" sung gaily, echoes through the halls of Sweet Briar the night of Spring Stepsinging as the Bum Chums tap their ten new members. In addition to an interest in furthering the Lynchburg-Amherst area relations with the college, the Bum Chums are chosen for their good spirit, interest, and general participation in the activities of the college.

The "notorious ten" throughout their junior year serve as useful members of the community, being active in various charity drives. They sponsor the Bloodmobile, are in charge of the coke machines, support St. Paul's mission, and keep the recreation room of the Date House clean and sponsor a child through the Save-the-Children-Foundation.

Not least among their projects are their famed parties, the Holiday Inns, the proceeds of which are sent to the Mission.

### **Paint and Patches**

*President, LYNNE SMITH*

Paint and Patches, the Sweet Briar Dramatic Club, was organized for the purpose of creating and developing an active interest in all branches of drama and to promote a deeper knowledge of the technique of dramatic art.

P and P also attempts to provide entertainment for the entire community and to be of assistance in any theatrical undertaking on campus.

Eligibility for membership in Paint and Patches is determined by a system of grading which evaluates the work of all candidates. The many areas of the club—acting; technical departments such as scenery, properties, lights, make-up, and costumes — provide opportunities for membership to those interested in various branches of the theatre.

### **Aints and Asses**

*The Illustrious One*, JOSEPHINE ENGLAND

Aints and Asses is the organization that sports a name one might call distinctive and members one might call mad as March Hares. They are a small but happy group of clownish personalities who feel no restraint by propriety. They dress in manner unorthodox and behave in manner even more so.

Their duty and pleasure is to present parodies and "take-offs" of all Paint and Patches and other campus productions. Masters of burlesque, they perform their own versions of these plays on a low comedy level. In the spring the Asses turn their thoughts to blowing whistles, for it is their express and bounden duty to prevent bestial students from trampling to death the newborn grass. All in all—they're all in fun.

### **Hispanic Society**

*President*, TO BE ELECTED

The Hispanic Society was recently organized by a group of enthusiastic students desirous of promoting interest in the Hispanic world: its cultural, political, and social aspects.

The members of the Society are students from all four classes who show interest in the purposes of the organization and who are willing to contribute to the fulfillment of those purposes. Membership is not restricted to Spanish-speaking students.

Through its projects, which consist of lectures, student discussions, films both educational and entertaining, and social gatherings with members of other Spanish clubs from neighboring colleges and universities, the members strive to increase community knowledge of the Hispanic world.

## **COMMITTEES**

### **JOINT COUNCIL**

Joint Council is a group consisting of three faculty, three alumnae, three students, three Board members, and the President and the Dean of the college. This group meets once a year to discuss matters of mutual concern.

### **CAMPUS CHEST COMMITTEE**

*Student Chairman, FAIR MACRAE*

The Campus Chest Committee shall conduct the Annual Funds Drive. A joint student-faculty committee shall serve as a clearing house for all appeals for funds which shall come to the Student Body from sources both on and off campus. The entire committee shall allocate the funds raised during the Drive.

The Campus Chest Committee shall consist of: the Chairman of Campus Chest, the Treasurer of Campus Chest, the Secretary of Campus Chest, Representative of the International Students, Head of Campus Chest Publicity, Faculty Chairman of Campus Chest and four faculty members appointed by the President of the College.

The Chairman shall be elected in the spring by the Student Body. The Treasurer shall be elected in the spring by the entire Campus Chest Committee. The Chairman shall, in the fall, choose members of the student body to act as solicitors in the Campus Chest Drive and appoint the Secretary and Publicity Chairman.

### **VOCATIONAL GUIDANCE COMMITTEE**

*Student Chairman, BETSY PIDGEON*

The Vocational Guidance Committee is composed of five faculty and twenty student members, including representatives from each class. The work of the committee, coordinated by the Director of Vocational Guidance, includes making arrangements for representatives of professions and vocations who visit the campus for interviews and discussions, handling publicity, writing of articles for the college newspaper, tabulating results of questionnaires, taking care of the bulletin boards, and staffing the office when necessary.

### **FIRE DEPARTMENT**

*Fire Chief, TO BE ELECTED*

Through understanding and cooperation the campus fire department assists in the avoidance of all possible accidents.

Fire drills are held during the night, at lunch, during meetings, during class hours, and at other times during the day. They may be announced or unannounced fire drills or fire escape drills. These drills are designed to promote familiarity with exits and to insure proper training in case of an emergency. The assistants to the house presidents (those in charge of phone duty) will assist the president in clearing the floor. A faculty fire team also assists, and takes charge of the students once they have left the buildings.

### **STUDENT DEVELOPMENT FUND**

*President, KATHY JOHNSTON*

The Student Development Fund, which has grown out of the former Auditorium Fund, is composed of representatives from each class. It is their job to devise means for raising the money which is allocated by an annual vote of the entire student body. Every person in the community is urged to help with the projects.

### **NATIONAL STUDENT ASSOCIATION**

*Chairman, ADRIENNE ASH*

The United States National Student Association is a confederation of college student bodies in every part of the country which are associated to give consideration to questions of mutual concern: student affairs, educational affairs, international affairs, and student government affairs.

Each student body is represented in the Association by its own elected student government and its NSA Committee. The USNSA is a non-partisan, non-sectarian, non-profit, student-run educational association.

Sweet Briar delegates attend the NSA Congress every summer as well as regional conferences during the fall and spring.

### **THE SWEET BRIAR CHOIR**

The Choir is Sweet Briar's oldest student organization with a continuous tradition of over fifty years of service to the college. Its seventy-five members provide service music for the Sunday Church Service, music for special occasions and ceremonies, and several concerts a year, usually given with clubs from various men's colleges. Periodically the Choir takes trips to various cities or to the campuses of men's colleges for joint performances of major choral works. In recent years they have presented KING DAVID by Honegger and the

TE DEUM of Kodály with the Lehigh University Glee Club, THE MESSIAH with the Hampden-Sydney Glee Club, and Haydn's MASS IN C with the Princeton University Glee Club. Each year at Christmas a special Carol Worship Service is sung.

Admission is by audition and members admitted are expected to continue that membership for at least one year. A gold cross and chain are awarded for two full years of satisfactory service.

### **WORLD AFFAIRS CLUB**

*President, SUSIE STRONG*

The purpose of the World Affairs Club is to stimulate interest in, and foster discussion of, political and economic affairs, as well as to further understanding of contemporary world problems and international questions. This organization offers an opportunity for those who are interested in such issues to exchange views, keep abreast of current events, and discuss relevant questions with speakers.

Members are chosen on the basis of letters submitted stating their interest in the activities of the Club.

### **CURRICULUM COMMITTEE**

*Chairman, SARAH STROTHER*

The Curriculum Committee is organized for the purpose of representing the students and serving as an intermediary between the faculty and the students on matters concerning questions of curriculum. The committee is composed of student representatives of the four major groups of study; Language and Literature, Natural and Mathematical Science, Social Studies, and the Arts, with an additional representative from the Honors plan of study and one representative each from the Sophomore and Freshman classes. The representatives are chosen by the chairmen of the departments. Members of the Curriculum Committee are responsible for giving valid answers to questions which arise concerning the method of instruction at Sweet Briar.

## **COLLEGE PUBLICATIONS**

### **THE BOARD OF PUBLICATIONS**

*Chairman, SARAH STROTHER*

The Board of Publications acts as an advisory body to the four college publications in all matters of finance and policy. It has control

of the joint reserve fund of these publications; it elects the business managers of the four publications.

Members of the Board include the active editors and business managers of the four student publications and the faculty adviser of each of these publications. The past undergraduate editors may serve as non-voting members in an advisory capacity. Officers of the Board, the chairman and secretary-treasurer, are elected from and by the student members.

### **The Briar Patch**

*Editor-in-Chief*, KATHY ARNOLD

*Business Manager*, GINNY DEBUYS

THE BRIAR PATCH, the Sweet Briar annual, is published each spring. In the pages of THE BRIAR PATCH the staff tries to give all aspects of college life, especially the outstanding events of that year, which will serve as a permanent record and reminder when the year is over.

### **The Sweet Briar News**

*Editor-in-Chief*, MOLLY SUTHERLAND

*Business Manager*, SARAH STROTHER

THE SWEET BRIAR NEWS is the weekly newspaper published by the students. It aims to give the students, faculty, and community reports of all the news which will be of interest to them. All students and especially freshmen whether they have had experience on school newspapers or not, are urged to try out for positions on the staff.

Parents are invited to subscribe and keep up with campus events.

### **The Brambler**

*Editor*, HELEN DUNN

*Business Manager*, ALLISON JENNINGS

THE BRAMBLER is the college literary quarterly. By publishing poetry, prose, and drawings of fine quality contributed by the four classes and occasionally by the faculty, the BRAMBLER aims to stimulate creative writing at Sweet Briar and to bring varied and vital enjoyment to all readers.

**The Key**

**Students' Handbook**

*Editor, MAL LESLIE*

*Business Manager, WHITNEY JESTER*

Two handbooks are published at Sweet Briar. The STUDENTS' HANDBOOK is published every June and a copy is sent to each freshman in the summer to introduce her to the constitution and the activity side of Sweet Briar life. The upperclassmen receive theirs upon their return to college in the fall.

The HANDBOOK contains an outline of the structure upon which life at Sweet Briar is built, forming an important source of reference throughout the year.

THE KEY is an illustrated booklet which presents an informal picture of college life. It discusses some of the college traditions and customs and attempts to give practical advice to incoming students.

THE REFECTORIES**THE SWEET BRIAR COLLEGE INFIRMARY**

7:45 a.m. to 12 noon	Monday through Saturday
4:00 p.m. to 5:00 p.m.	Monday through Friday
9:30 a.m. to 10:00 a.m. }	Sundays and Holidays
5:45 p.m. to 6:15 p.m. }	

For examinations or treatments needing the attention of the physician come from 7:45 to 12 noon Monday through Saturday. If a student wishes to be *assured* of being seen by the physician, she should make an appointment in advance.

The physician will NOT be in the infirmary during the 4:00 to 5:00 hours; however, a nurse will be on duty at that time.

In case of accident or sudden illness, report as soon as possible day or night.

No visiting of patients at the Infirmary is allowed except by parents or in case of an emergency.

**The physician is NOT at the Infirmary in the afternoon or evening, except when called back for an emergency.**

### THE REFECTORIES

*Meals in Rooms:* Upon written order of the College Physician, students who are ill or indisposed, may have trays in their rooms. The charge for this service is 25¢. Signed tray slips, together with the money, should be placed in boxes provided for this purpose in each dormitory, at least one-half hour before the meal bell rings.

**Food or beverages—except fresh fruit or cookies—may not be taken from the dining room at meal times.**

MEAL TICKETS: Visitors dining in the Refectories will buy meal tickets at the Service Room. The prices are:

Breakfast .....	\$ .85
Lunch .....	.85
Dinner .....	1.50
Picnics .....	.75
*Special Dinners .....	Special Prices

*Late Sunday Breakfast:* In addition to the regular dining room service, on Sunday morning a light breakfast is served from 9:00 until 10:00.

*Picnics:* During the fall and spring months the Refectories provide picnic lunches on Saturday and Sunday. Requests for these lunches must be made in writing in the dining rooms by one o'clock on Friday.

*Clubs and other Organizations* must order refreshments forty-eight hours in advance.

---

\* Non-profit—but to cover cost.

**THE BOXWOOD INN**

Boxwood Inn has a limited number of rooms which provide cheerful and convenient housing for friends, dates, and families. Rates are in line with prevailing ones for such accommodations. All reservations should be made with the Management.

**Boxwood Inn Tea Room**

The Boxwood Inn has an attractive private dining room where meals are served daily. This is an ideal place to entertain parents and friends and to celebrate birthdays with steak dinners and home-made birthday cakes. Advance reservations for large parties are requested. No shorts or sports attire (except clean riding outfit) permitted.

Meals are available *table d'hote*, at the following hours:

<i>Daily</i>		<i>Sunday</i>	
Breakfast	8:00- 9:30 a.m.	Breakfast	9:00-10:30 a.m.
Coffee Hour	8:00-11:15 a.m.	Dinner	12:30- 1:30 p.m.
Luncheon	12:00- 1:15 p.m.	Supper	6:00- 7:15 p.m.
Dinner	6:00- 7:15 p.m.		

**The Snack Bar**

The Snack Bar, in a separate building, is equipped with a complete fountain. It provides sodas, sundaes, and other delicacies to tempt the appetite, as well as a variety of sandwiches, hamburgers, hot dogs, salads, soups, desserts, and other items for a lunch or light meal. Many items usually found at the corner drug store may be secured at the Snack Bar.

The Terrace and TV Room in the Date House, adjoining the Snack Bar, are always open to students and provide ideal places for moments of relaxation. The Snack Bar hours are:

<i>Daily:</i>	<i>Sunday:</i>
12 noon - 9:30 p.m.	5:00 - 9:45 p.m.

**MISCELLANEOUS INFORMATION**

**Alumnae Association:** The alumnae office is located in the Alumnae House. Mrs. Ernest M. Wood, Jr. (Elizabeth Bond, '34) is the Executive Secretary. While the principal business of this office is to act as the liaison between the college and the alumnae, to publish the *Alumnae Magazine*, to raise money for the college through the annual Alumnae Fund, and to maintain up-to-date address files for all alumnae, it also sells Sweet Briar china, glasses, and *The Story of Sweet Briar College*. Students are welcome at all times to come to the office for information about alumnae, to look at the bulletin board of current newspaper clippings, and to purchase merchandise.

**Book Shop:** The Book Shop is located on campus and provides a readily accessible source of textbooks, trade books, supplies, and gifts. All purchases during the opening week of college must be paid for by check or cash. After October 1 charges may be made and bills will be rendered bi-monthly. An unpaid bill of fifty dollars will automatically close an account to further charges.

**Buses** leave Sweet Briar bound for Lynchburg and Amherst on regular schedules. Bus schedules may be obtained upon arrival at College from the Information Office.

**Class Organization:** The first meeting of the Freshman Class is called by the Junior President, who is then President *pro tem* of the Freshmen until the election of their officers after six weeks.

**Communications:** The college may be reached by telegraph or telephone, but calls will not be put through to the dormitory corridor phones, after 11:00 p.m., except in emergency. Telegrams are sent directly to Sweet Briar College. Money sent by wire can be received only at Lynchburg. There are telephones on each floor of the dormitories. For calls to Amherst there is a charge of ten cents (10¢) and to Lynchburg, fifteen cents (15¢).

**Community Meetings:** Community meetings for the discussion of problems affecting the entire community may be held on request and should be scheduled through the Assistant Dean and the Vice-President of Student Government. A meeting of this type is not required unless the word "required" precedes the announcement of the meeting. Students are upon their honor to attend a Required Community Meeting and also all Convocations.

**Food Sales:** Any group of students or any organization wishing to sell food or refreshments on the campus must secure permission in advance from the Dean of Students and College Physician.

**Laundry:** Every article sent to the college laundry must be marked with a NAME TAPE SEWED ON and each laundry bag must be accompanied by a laundry slip. The college will not be responsible for laundry lost if sent in another student's laundry. Pads of laundry slips are on sale at the Information Office, and laundry bags shall be of adequate size to contain all laundry. Students are allowed a maximum quota per person per week of laundry to be processed by the college. Any charge for excess laundry is to be paid at the Information Office by the student concerned. Laundry goes out at 7:30 a.m. on Monday from Gray, Carson, Dew and Meta Glass; on Tuesday from Reid and Grammer; and on Thursday from Manson and Randolph. Please put laundry list inside of the laundry bag and tie bag securely.

**Lockboxes:** Every student is expected to obtain, on the day of her arrival at Sweet Briar, a combination padlock for the lockbox provided in her closet. Locks may be purchased at the Book Shop on campus.

**Lost and Found:** This department is located in the Service Room in Gray. Lost articles not claimed at the end of a year will be disposed of by the college.

**Mails:** The United States Post Office is located in the Alumnae House Building. The usual Post Office services are afforded here. A complete mail schedule is posted in the Post Office lobby at all times.

Each student is assigned a Post Office box for rent which is payable at the beginning of the college term. Since there are not sufficient boxes for each student, a few students will share boxes and the rent cost.

In addressing students' mail to Sweet Briar College, Sweet Briar, Virginia, 24595, parents and friends are asked please to use the students' box numbers.

**Plantings:** The plantings around the campus are for people to enjoy. Nothing—flowers, foliage, or other parts of plants, are to be picked. The East Dell is a natural area in which nothing is to be disturbed, EVER.

**Responsibility for Property:** Although the College endeavors to protect the property of its students in the same manner as its own, it will not be responsible for loss of any personal property of any student. Students are responsible for damage to College property not due to normal usage.

**Riding:** Horses may be engaged from the Sweet Briar stables by telephone. Riding tickets may be purchased in the Information Office. A riding permit from a student's parents or guardian must be filed with the Department of Physical Education before any girl may ride.

**Solicitors:** No off-campus solicitors are permitted in the dormitories. In case any such person is detected, notify *at once* the Information Office, giving the location of and a description of the stranger.

**Transportation:** Cars meet all trains at the opening of college. Special arrangements can be made after that time for transportation to the train depots.

**Trunks:** Trunks and bags should be checked to Sweet Briar, *not Lynchburg or Monroe*. Trunk checks should be left at the Service Room. Before trunks or packages will be picked up or delivered, you must get a delivery check from the Service Room; there will be a charge of fifty cents for delivery of trunks and bags, and a charge of twenty-five cents for delivery of packages.

**Visitors:** Visitors may come to the Information Office where they will be directed to the parlors of the dormitories or to convenient places to meet their appointments.

**SWEET BRIAR ALMA MATER**

Alma Mater thy praises ring  
     As we pass through thy halls  
 Alma Mater our voices ring  
     Over your ived walls  
 Echoing back through all the years of Sweet Briar Days  
     Years of fun and friendly spirit  
 You hold a place forever in our memories  
     Our song resounds so all can hear it  
 Alma Mater thy praises ring  
     Through our lives evermore.

**SWEET BRIAR SONGS**

Sweet Briar, Sweet Briar, flower fair,  
 The rose that on your crest you wear  
 Shall never fade, but always bear  
     Thy beauty, O Sweet Briar!  
 Sweet Briar, Sweet Briar, thy columns white  
 Shine on thy hills a beacon light  
 Of truth, to burn with radiance bright  
     Forever, O Sweet Briar!  
 Sweet Briar, Sweet Briar, we sing to thee.  
 May thy foundations ever be  
 Strong as thy hills, thy purity  
     That of thy rose, Sweet Briar!

---

Sweet Briar, mighty image,  
     Through your eyes we see,  
 Spirit of all knowing,  
     May we walk with thee?  
 All you have you offer,  
     For all we hope to be  
 Mirrors of the truth of your simplicity.

Seasons make us wiser,  
     Shadowed by your walls,  
 Freedom for our dreaming  
     Until duty calls.  
 Here we gather insight  
     For our life apart,  
 While your timeless message echoes in our heart.

## **CLASS SYMBOLS**

### **Class of 1964**

MOTTO: Factum non verbum.

COLORS: Purple and gold.

EMBLEM: Swan.

### **Class of 1965**

MOTTO: Honor ante honores.

COLORS: Peacock blue and green.

EMBLEM: Peacock. .

### **The Class of 1966**

MOTTO: Ne obliviscamur.

COLORS: Green and black.

EMBLEM: Oak tree.

### **The Class of 1967**

MOTTO: Spectamur agendo.

COLORS: Delph blue and black.

EMBLEM: Lion.

**DIRECTORY OF STUDENT OFFICERS****AINTS AND ASSES**

*President* ..... JOSEPHINE ENGLAND

**ATHLETIC ASSOCIATION**

*President* ..... LYNN MORGAN  
*Secretary* ..... DAGI STOLL  
*Treasurer* ..... CAROL ANN REIFSNYDER

**Heads of Sports**

*Basketball* ..... SUSAN SUDDUTH  
*Cabin* ..... NANCY MACMEEKIN  
*Dance* ..... ALICE FALES  
*Games* ..... DIANE HATCH  
*Hockey* ..... CORKY STEVENSON  
*Lacrosse* ..... KIT SNOW  
*Lake* ..... BETSY BENOIT  
*Riding* ..... ELAINE HORTON  
*Tennis* ..... ALLISON JENNINGS

**STUDENT DEVELOPMENT FUND**

*Chairman* ..... KATHY JOHNSTON

**BOARD OF PUBLICATIONS**

*Chairman* ..... SARAH STROTHER

**Brambler**

*Editor* ..... HELEN DUNN  
*Business Manager* ..... ALLISON JENNINGS

**Briar Patch**

*Editor* ..... KATHY ARNOLD  
*Business Manager* ..... GINNY DEBUYS

**The Key**

**Students' Handbook**

*Editor* ..... MAL LESLIE  
*Business Manager* ..... WHITNEY JESTER

**The Sweet Briar News**

*Editor-in-Chief* ..... MOLLY SUTHERLAND  
*Business Manager* ..... SARAH STROTHER

**BUM CHUMS**

*President* ..... PHEBE HARRIS

**CAMPUS CHEST COMMITTEE**

*Chairman* ..... FAIR MACRAE  
*Treasurer* ..... ELAINE HORTON

**CHOIR**

*Head* ..... TO BE ELECTED  
*Manager* ..... TO BE ELECTED  
*Treasurer* ..... TO BE ELECTED

**CHUNG MUNG**

*President* ..... TO BE ELECTED

**CLASS OFFICERS**

**1964**

*President* ..... V. M. DEL GRECO  
*Vice-President* ..... SALLY GUMP  
*Secretary* ..... JANE BRADLEY  
*Treasurer* ..... MARGARET THOURON

**1965**

*President* ..... TRUDY DOWD  
*Vice-President* ..... SARAH PORTER  
*Secretary* ..... CAROLINE RICHARDSON  
*Treasurer* ..... PHEBE HARRIS

**1966**

<i>President</i> .....	RUTHIE SCHMIDT
<i>Vice-President</i> .....	TO BE ELECTED
<i>Secretary</i> .....	TO BE ELECTED
<i>Treasurer</i> .....	TO BE ELECTED

**HOUSE PRESIDENTS**

<i>Dew</i> .....	JULIE BRADSHAW
<i>Carson</i> .....	KATHLEEN WATSON
<i>Grammer</i> .....	ANN WARD
<i>Gray</i> .....	MISSY REEDER
<i>Manson</i> .....	JOSEPHINE ENGLAND
<i>Randolph</i> .....	DOOTSIE DUER
<i>Reid</i> .....	JEAN INGE
<i>Meta Glass</i> .....	ANNE MASON

**FIRE PROTECTION**

<i>Fire Chief</i> .....	TO BE ELECTED
-------------------------	---------------

**JOINT COUNCIL REPRESENTATIVES**

TO BE ELECTED

**JUDICIAL BOARD**

<i>Chairman</i> .....	LEE HUSTON
<i>Vice-Chairman</i> .....	CAROLINE TATE
<i>Secretary</i> .....	BLAIR BOTH
<i>Senior Representatives</i> .....	{ MARY FITZHUGH CAROLINE TATE SUSAN WILLIAMS
<i>Junior Representatives</i> .....	{ BLAIR BOTH ELVIRA McMILLAN LINDA SCHWAAB
<i>Sophomore Representatives</i> .....	{ VICKI CHAINSKI ANN DREHER ANNE MERCER

**NATIONAL STUDENT ASSOCIATION**

Coordinator ..... ADRIENNE ASH

**PAINT AND PATCHES**

*President* ..... LYNNE SMITH

*Vice-President* ..... TO BE ELECTED

*Secretary* ..... OLIVIA MCGREGOR

*Treasurer* ..... TO BE ELECTED

**VOCATIONAL GUIDANCE COMMITTEE**

*Chairman* ..... BETSY PIDGEON

*Secretary* ..... TO BE ELECTED

**SOCIAL COMMITTEE**

*Chairman* ..... LYNN YOUNGS

*Treasurer* ..... WHITNEY JESTER

**STUDENT GOVERNMENT ASSOCIATION**

*President* ..... SUSIE GLASGOW

*Vice-President* ..... JOANN SODERQUIST

*Secretary* ..... PRYOR HALE

*Treasurer* ..... MARY K. LEE

**TAU PHI**

*President* ..... ELIZABETH MATHESON

**WORLD AFFAIRS CLUB**

*President* ..... SUSIE STRONG

*Vice-President* ..... TO BE ELECTED

*Secretary* ..... TO BE ELECTED

*Treasurer* ..... TO BE ELECTED

**YOUNG WOMEN'S CHRISTIAN ASSOCIATION**

*President* ..... LAURA HASKELL

*Vice-President* ..... BETSY PIDGEON

*Secretary* ..... NANCY DUNHAM

*Treasurer* ..... LIBBA HANGER

**COMMITTEE AND PROJECT CHAIRMEN**

*Annual Religious Conference* ..... MARY GREEN

*Worship* ..... ALICE VIRGINIA DODD

*Phyllis Wheatley Y.W.C.A.* ..... MARGIE FLEIGH

*Lynchburg Training School and Hospital* ..... NATALIE LEMMON

*Intercollegiate Discussion Group* ..... SUSIE STRONG

*Christmas Party for employees' children* ..... KATHY SHEAHAN

*Chatham and Ryan Old Folks' Homes* ..... JANE NELSON

*Watts School* ..... ALINE REX

*Coolwell School* ..... ABBY PATTERSON

*Publicity* ..... LEE DAUGHTRIDGE

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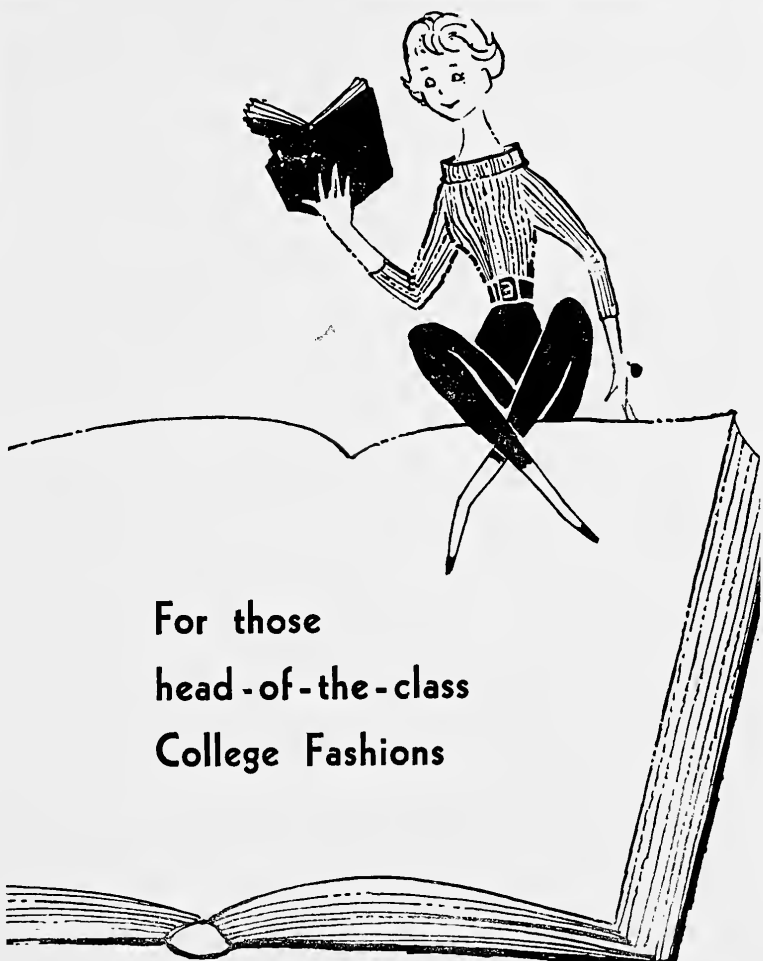
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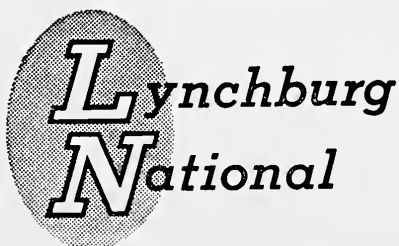
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